

Rhode Island's Access to Recovery



STATE USER MANUAL

VERSION 1.1
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TIPS FOR USING THE APPLICATION EFFECTIVELY

Recommended Computer Settings

Screen Resolutions

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 or larger. If your screen resolution is smaller (e.g., 800 x 600 pixels), everything on the screen will appear larger. But, if you use 800 x 600 pixels you will have to scroll more both up and down and left and right to access all the data fields.

Pop-Up Blockers

Modern computer security technology and usability features development have led to pop-up blocking. Although this new feature of Internet browsers, toolbars and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like the RI ATR application require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that the RI ATR application may not function or appear properly. You should either disable the pop-up blocker while using the RI ATR application (while remembering to enable it, if desired, when not using the RI ATR application) or create exceptions for the pop-up blocker. Although enabling and disabling the pop-up blocker may be cumbersome, it may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your internet browser window. If using Internet Explorer, click the top toolbar option "Tools" and then go to "Internet Options". After the Internet Options window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab at the bottom will be a section on Pop-Up Blockers. If you "Block pop-ups" checkbox is checked, click on the "Settings" button to allow for exceptions. If using Mozilla Firefox, click the top toolbar options "Tools" and then go to "Options". After the "Options" window is available, you will want to click on the "Content" tab at the top of the window. If you "Block Popup Window" is checked, click the "Allowed Sites" button to the right to allow for exceptions.

You can now add the RI ATR application links to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from the RI ATR application. You will want to add <https://kitservices2.kithost.net/riatr/> for the Live system and <http://demo.kithost.net> for the Training system. Once these sites are added to your "Allowed Sites" list, the pop-up blocker should no longer prevent pages from loading and appearing while you are using the RI ATR application.

Print Icon

The RI ATR Application has the print icon for easier access to viewing reports, you may need to have Active X installed on your computer to utilize the icon. Active X is a free download that should allow you to use the print icon, click on this link to access the Active X site: http://www.download.com/windows/activex/1921-2206_4-0.html If you are unable to download Active X, contact your organization's IT department. Firefox does **not** official Support ActiveX. <http://support.mozilla.com/en-US/kb/ActiveX>






***Note:** These are instructions for Internet Explorer 6.0 and may be different for other Internet Explorer versions.

Application Navigating

The RI ATR Application is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. Start at Assessment, filling in all the information for that area before moving on to the next section. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Computer Keys

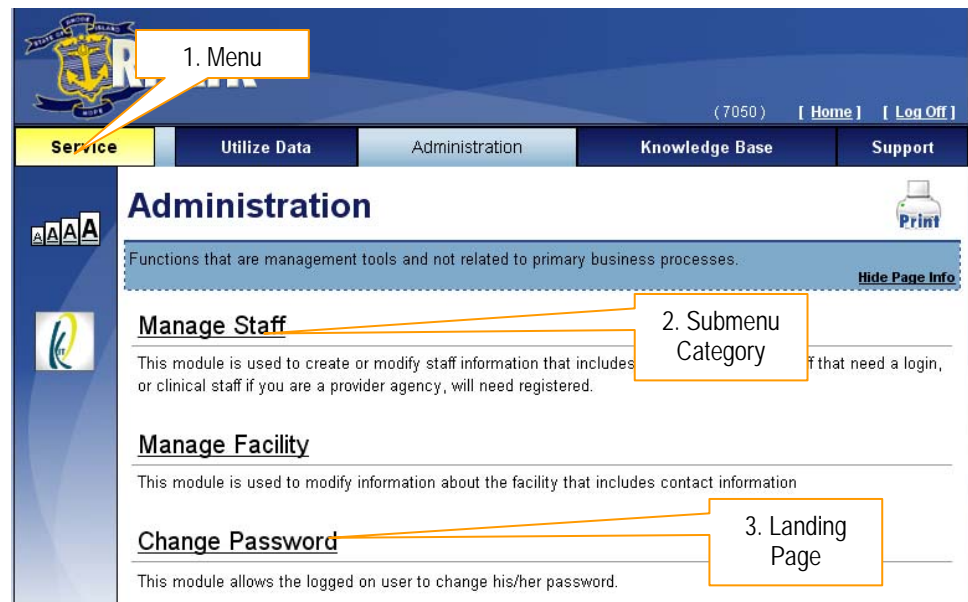
While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

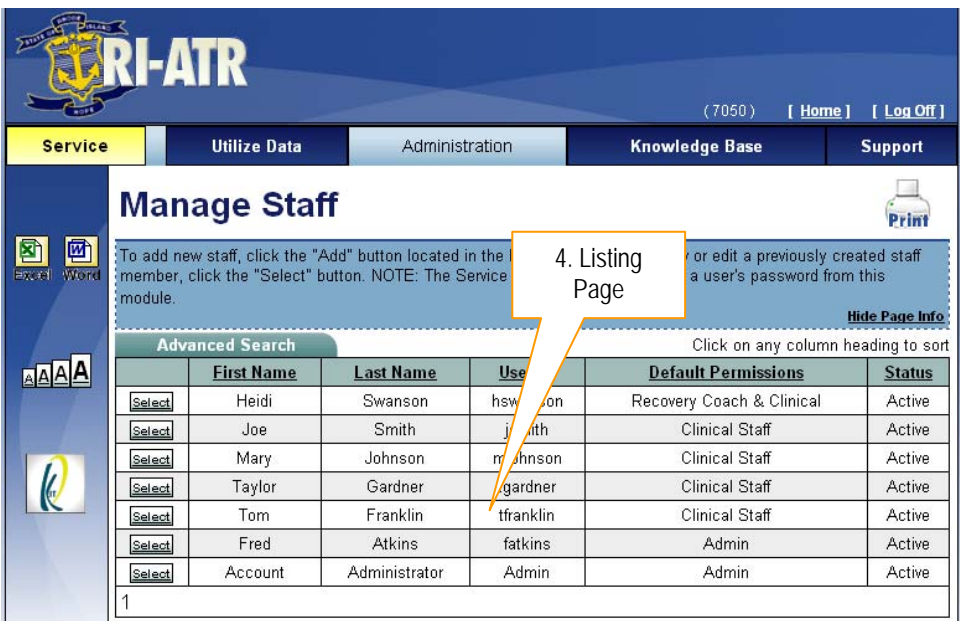
Menu Information

The Menu for the application is located across the top of the screen. Some Menu categories may be broken down into submenu categories to choose from. The Menu categories list the main modules that are within the application. When a Menu category is selected a list of submenu categories will be displayed on the Landing Page as links to access the modules. (For more information on Landing Pages, see the [Landing Page](#) section.)

1. Menu
- Constant (unchanging). Available at all times.
2. Submenu Category
- Varies depending on which Menu category is selected.
3. Landing Page
- Varies depending on which Menu category is selected.
4. Listing Page
- Varies depending on which submenu category is selected.

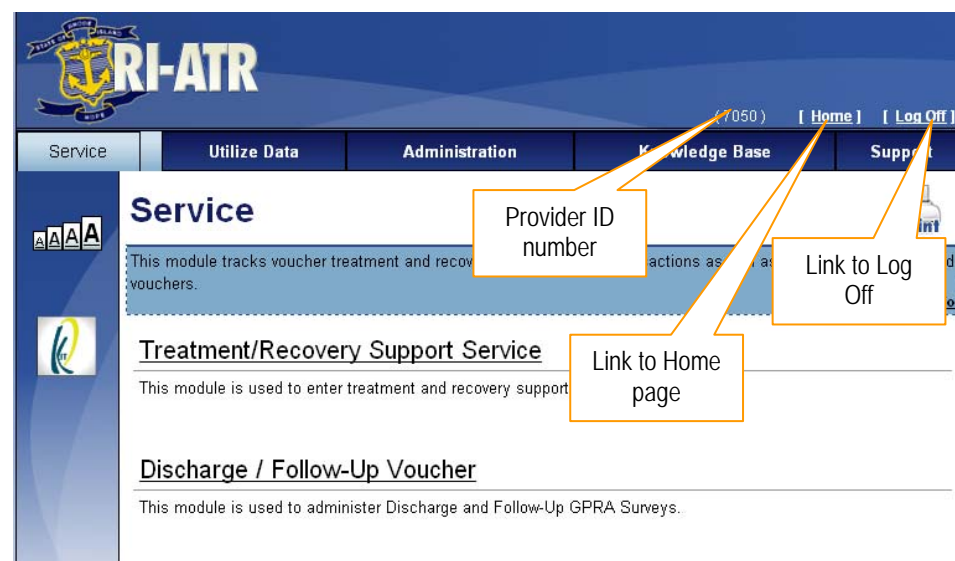


(This is a screenshot displaying the Menu (1), Submenu (2), and a Landing Page (3))



(This is a sample screenshot displaying a Listing Page (4))

The top of the menu provides links to the [Home](#) (Home) page and to [Log Off](#) (Log Off) of the application. The **Provider ID number** is listed as well as the user currently logged into the RI ATR application. If you click on the user link you will be taken to that user's information which was entered in the Administration module within the [Manage Staff](#) Profile Submenu category.

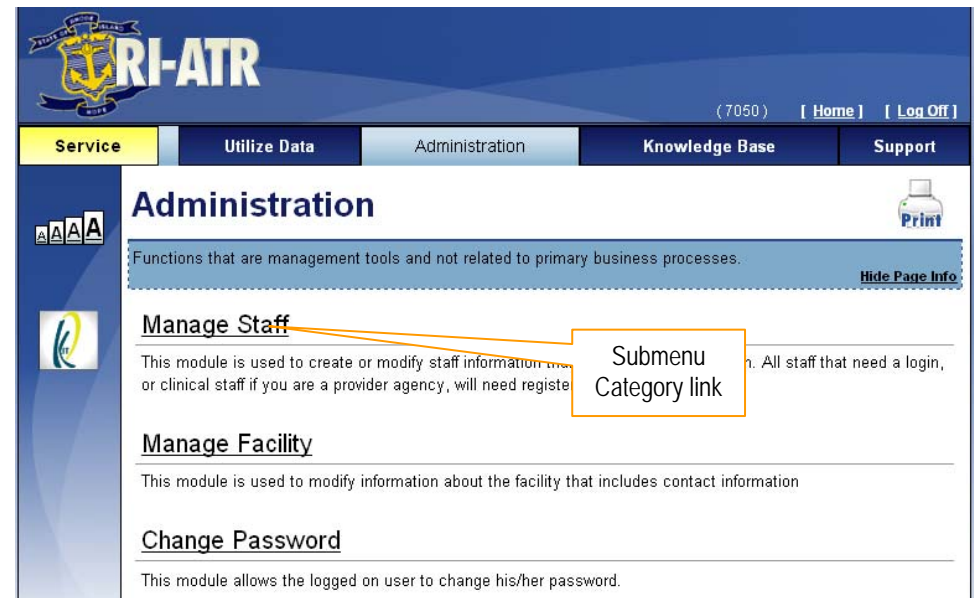


Landing Page

When first entering a main module you will see a list of the entire submenu categories associated with that module. This is called a “Landing Page”. The Landing Page of each module provides a description of what can be done in that module as well as listing each submenu category as a link to the Listing Page and entry forms. (For more information on the Listing Pages, see the [Listing Page](#) section.) No data is entered on the Landing Page.

To open a category:

- Click on the Submenu Category Landing Page link.



(This is a partial screenshot displaying a Landing Page)

Tips

- [Hide Page Info](#) Allows the module description to be hidden from view
- [Show Page Info](#) Places the module description back in view

Listing Page

After selecting a category from the Landing Page you will see the “Listing Page”. When going into an area where a Listing Page is available, the service allows you to select previously entered data to edit or view its content. No data is entered on the Listing Page.

- When viewing a Listing Page, all of the data is available for Searching. (See the [Advanced Search](#) section for more details on searching.)

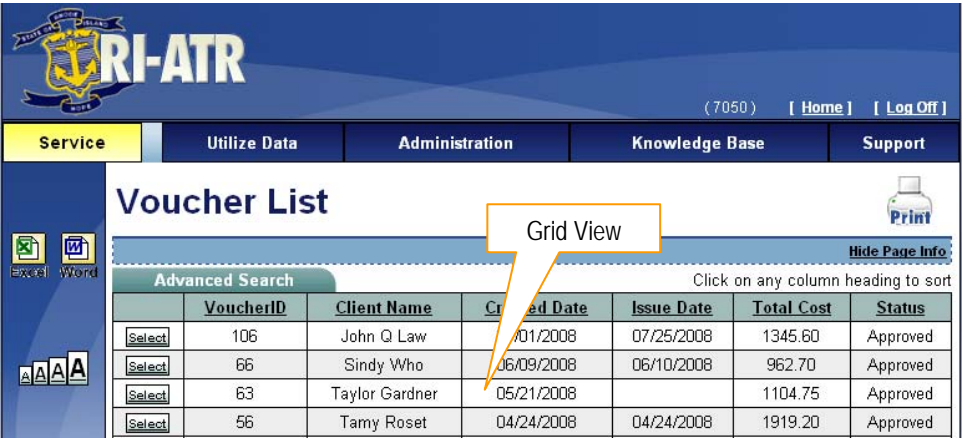
There are three types of Listing Pages:

1. Grid View
2. Hierarchy View
3. Single Form View

Grid View

The Grid View displays the data in tables. Specific pieces of data will be displayed within the Grid based on the fields within the entry/edit form.

1. When first viewing a Listing Page, all of the data is available for Searching. Click the **Select** (Select) button to the left of the data you would like to edit/view.
2. You will be taken to the entry/edit screen. This page will be in edit mode (all data fields will be open for data entry). Make any changes needed to the form. Click the **Save** (Save) button to save the changes.



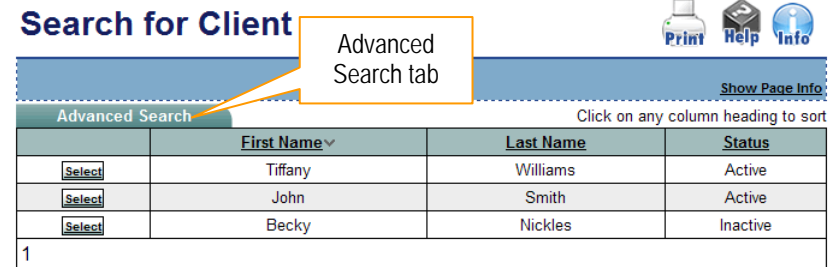
(This is a sample screenshot displaying a Listing Page)

Tips

- Clicking on the field name in a Category field (e.g., **First Name**) will allow you to sort through your files in ascending or descending order.
- The Page numbers (e.g. 1 2 3 4 5) beneath the grids allows to you move from page to page within the specific listing page. There is a maximum of 8 items in a grid, so once you exceed 8, the application automatically updates the grid to page 2. To get to a desired page click on the number and you will go to that specified page.

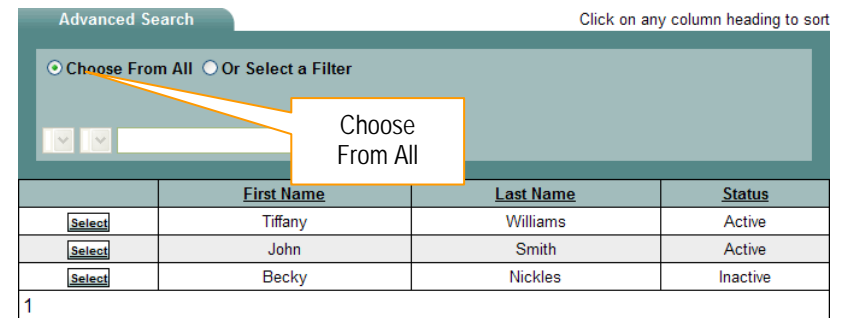
Advanced Search

- To filter a search, click the **Advanced Search** (Advance Search) tab located at the top of the Grid.



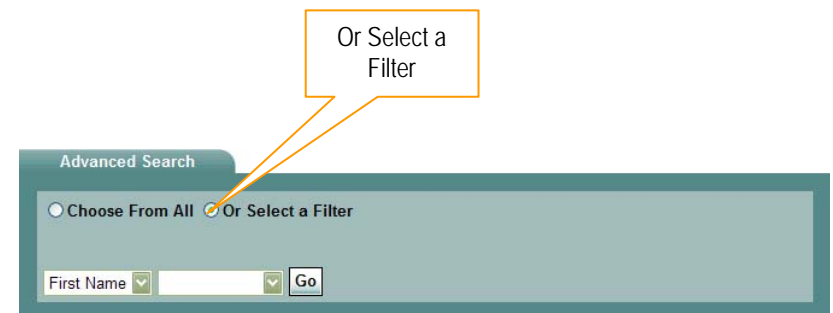
(This is a sample screenshot of a Data Grid displaying the Advanced Search tab.)

- Click the **Choose From All** (Choose From All) radio button to see a list of all data that has been entered.



(This is a sample screenshot of the Advanced Search displaying the **Choose From All** option selected.)


- The **Or Select a Filter** (Or Select a Filter) option allows you to limit search results. To change the search filters, first click the **Or Select a Filter** radio button. Then select an option from the three search filter fields. Once the three search filter fields have been selected, click the **Go** (Go) button to see the search results.
- The three search filter fields are used in the following methods:
 - The first search filter will display the search categories to choose from.
 - The second search filter allows you to specify how you wish to search.
 - The third search filter is the search criteria. This field will change based on the second search filter selected.



(This is a sample screenshot of Advanced Search displaying the **Or Select a Filter** option selected.)

Single Form View

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form.

- The form can be edited at any time, but you must click the  (Save) button to update the data.



The screenshot displays the RI-ATR web application interface. At the top, the RI-ATR logo is on the left, and navigation links [Home], (7050), and [Log Off] are on the right. Below this is a menu bar with tabs: Service, Utilize Data, Administration, Knowledge Base, and Support. The main content area is titled "Treatment/Recovery Support Service" and includes a "Print" icon. A "Recovery Treatment" header is present. On the left side of the form, there are buttons for "Cancel" and "Save", a "Need Help?" link, and a "AAA" icon. The form fields include: "Current Client" (Kerrie Kerr), "Service" (Spiritual and faith-based support (Group of 10 or less)), "Service Date" (a date picker), "Begin Time" (a dropdown menu showing "Please Select" and "00"), "Duration" (a dropdown menu showing "0" and "00" with "Hour(s)" and "Minutes" labels), "Staff" (a dropdown menu showing "Please Select"), and "Additional Drug Tracking" (a dropdown menu showing "Please Select").

(This is a sample screenshot displaying a "Single Form View" Page.)

Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for saving, cancelling, deleting, printing, and in some cases, adding and editing, are available at the top right of the page. (See the [Data Fields & Buttons](#) section for additional details on the function of these buttons.)


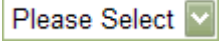








- If you clicked the **Add** button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting the **Select** button to view existing data, the Edit form data fields will display the data entered/selected previously. These fields may be modified, if needed.

The screenshot displays the RI-ATR web application interface. At the top, the RI-ATR logo is on the left, and navigation links for [Home], (7050), and [Log Off] are on the right. Below this is a horizontal menu with tabs: Service, Utilize Data, Administration, Knowledge Base, and Support. The 'Service' tab is active. On the left side of the 'Service' tab, there is a vertical sidebar with buttons: Cancel, Save, Delete, and a 'Need Help?' link with a small image. The main content area is titled 'Treatment/Recovery Support Service' and contains a form for 'Recovery Treatment'. The form fields are as follows: 'Current Client' is 'Robert Gardner', 'Service' is 'Transportation', 'Issue Date' is '12/26/2008' (with a calendar icon), 'Issue Time' is a dropdown menu showing 'Please Select' and '45', 'Staff' is a dropdown menu showing 'Please Select', 'Additional Drug Tracking' is a dropdown menu showing 'Please Select', and 'Next Meeting Date' is an empty text field with a calendar icon. A 'Print' button is located in the top right corner of the form area.

(This is a sample screenshot displaying a blank Edit Form.)

Data Fields and Buttons

In the RI ATR application there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview/Description
Text Field (aka Text Box)	 (fill in the blank)
Dropdown List (aka Pull Down Menu)	 (select one)
Radio Buttons	 Selected  Not Selected
Check Boxes	 Selected  Not Selected
First Name * 	A yellow field with an asterisk denotes a required field
	Denotes a Note with more information regarding the field
	Identifies potential errors in text and provides suggestions to correct the errors.
Calendar	 (See the Calendar section for additional details.)

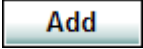


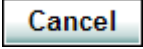
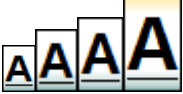



It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data and you will not be able to save the form until that field has data.

Tips

- All the fields within a yellow box are required fields. These must have a value entered before the record can be saved. Field will be filled in if not entered at save.
- You can type an identifying letter of an item in a dropdown list and the first selected beginning with that letter will appear in the box.

Edit Form Buttons

Information is entered and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information located to the left of each form. This is referred to as the “left toolbar”.

	Must be pressed first to add new information to a form
	Adds the information on a form to the RI ATR database
	Removes the information currently on a form from the RI ATR database
	Cancels the Add or Edit without saving any information entered
	Changes the text size by clicking on one of the different sized  s (For more information, see the Using the Text Resizer section)
	Opens an Excel spreadsheet displaying the information on the Listing Page
	Opens a Word document displaying the information on the Listing Page

Additional Feature Buttons

Each page within the RI ATR application offers additional help to the user. Click on one of the icons to receive the help needed.



Prints the information currently on the form.



Provides user manual help specific to the submenu topic. Includes step by step instructions for adding, editing and deleting.



Provides information on the topic with regards to treatment.



The Chat feature enables users to get immediate assistance from the Customer Support department.

Below are some additional buttons that may appear within a form.



Forwards the approved information to the appropriate parties for further consideration.



Downloads the selected file into the desired format.



Opens the information in the enter/edit form for viewing or modifications

Tips

- Once you have clicked on the Chat Button, a window will ask you to run LogMeInRescue. You will need to install this in order to connect with Support. This is free.

Check Spelling

A Spell Check feature helps eliminate spelling errors. The Spell Check feature will look at any words written within a text box or field and give alternative spelling options to choose from.

When the  (Check Spelling) button has been selected, a new window opens displaying the Check Spelling Page.

Problem

Not in dictionary:

Problem Word

studnents

Change to:

students

Suggestions:

students

Context:

Testing for studnents spelling error

Ignore


Ignore All

Change



Change All


Close

(This is a sample screenshot of the Check Spelling page.)

Option	Description
<div>Change to:<div>student</div></div>	When the  (Change) button is clicked, the value in the Change to box will replace the highlighted misspelled word and the Spell Checker will continue to the next word. You may type in this field if an appropriate suggestion is not present in the Suggestions dropdown.
<div>Suggestions:<div>student</div></div>	A dropdown list of spelling suggestions for the misspelled word. If the word is misspelled but not available as an option in the Suggestions dropdown, you may type the correct spelling in the Change to box.
<div>Ignore</div>	Disregards the misspelling in the highlighted word only and continues to the next word. The next occurrence of the misspelled word will be highlighted for correction.
<div>Ignore All</div>	Disregards the misspelling in the highlighted word and all future occurrences of the word. You will no longer be prompted to fix the spelling. An example when to use this is if your name was highlighted as misspelled.
<div>Change</div>	Changes the spelling of the highlighted word to the selected Change to word.
<div>Change All</div>	Changes the spelling of the highlighted word to the selected Change to word and all other occurrences of the word.
<div>Close</div>	Closes the Check Spelling window.

Calendar

Dates can be entered in two different ways: 1) typing the date directly into the field or 2) using the  (Calendar) icon. The  (Calendar) icon can be used as an alternative option to entering a date directly into a date field.

1. Click the  (Calendar) icon. A calendar displaying the current month and year will display below the date field.
2. The calendar will change depending on the selections chosen from the two dropdown lists.
 - a. Select the appropriate month from the first dropdown list.
 - b. Select the appropriate year from the second dropdown list.
3. Select the date by clicking on a number within the calendar.
4. The calendar will close and the date will appear within the date field.




***Note:** You can also change the month by clicking the < > arrows to the right and left of the Month/Year. Clicking the < arrow will take you to the previous month whereas clicking the > arrow will take you to the next month.

For instance, the current month displaying is July. Clicking the < arrow will take you to June whereas clicking the > arrow will take you to August.



(This is a screenshot displaying the calendar feature.)

Using the Text Resizer

You can alter the size of the text on a form by using the Text Resizer . Clicking on one of the s changes the text size from smallest to largest. Place the mouse pointer over one of the s and left click to change the size.



Provides the smallest text size





Provides the default text size



Provides a medium text size



Provides the largest text size

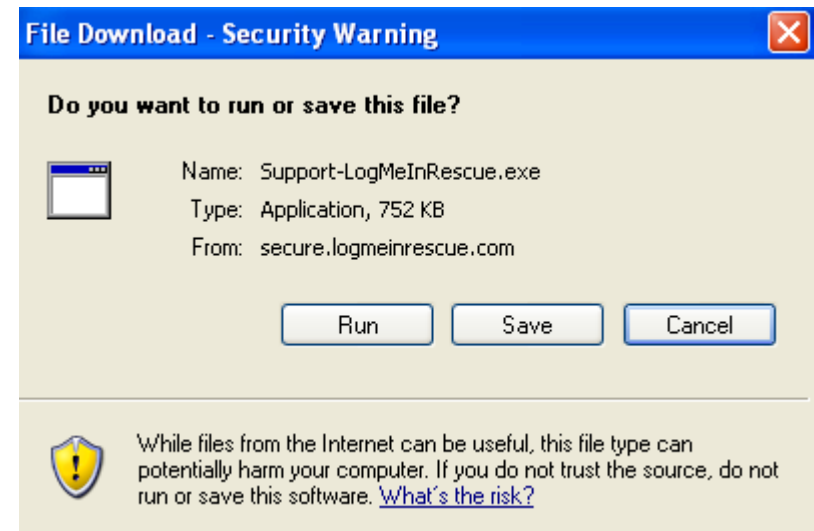
1. Click the  (Text Resizer) icon.
2. Select the **Text Size** by selecting the  symbol that is the desired size.

Chat Feature

The Chat feature enables users to get immediate assistance from the Customer Support department.



When the **(Chat)** button has been selected, a new window opens prompting you to run the LogMeInRescue application. You must run the application in order to utilize the Chat feature.



(This is a sample screenshot of the Run the LogMeInRescue message.)

LOGIN PROCEDURE


Connect to the Internet using an Internet browser. In the Address field, type in the following address and press enter:

Live Data: <https://kitservices2.kithost.net/riatr/>

Demo Data: <http://demo.kithost.net/RIATR/>

1. Type the login name provided by your acting administrator in the **User ID*** field.
2. Type the password in the **Password*** field.
3. Type the provider number in the **Provider ID*** field.
4. Click the **Login** (Login) button.

To log out of the application, click the **Log Off** (Log Off) link in the upper right hand corner.



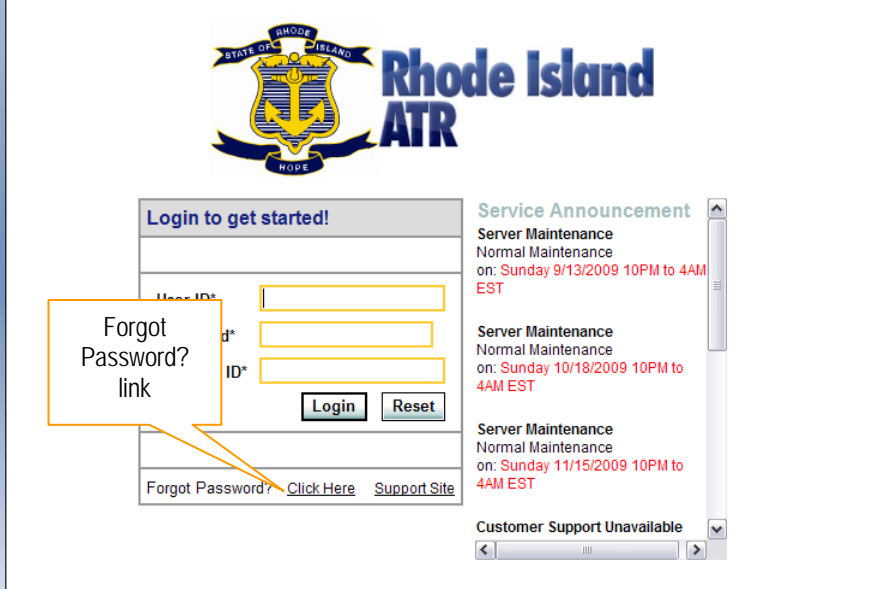
(Login Screen)

Tips

- The **User ID*** IS NOT case sensitive.
- The **Password*** IS case sensitive.
- If you entered the incorrect login information, click the **Reset** (Reset) button to reset the login fields.
- To get to the ATR Support Site, click **Support Site** link. A new window will open displaying the Support Site. (See the [KIT Support](#) section for additional details).
- Once a client reaches 135 days and the Follow-Up GPRA has not been completed, you will receive a message that informs you of the lateness of the survey upon logging into the application. You can click the **Show Report** (Show Report) button to review the information or to close the window click Exit link in bottom right corner of message or click the **X** (X) in the upper right hand corner of the message.

Forgot Password?

If you are unable to log into the RI ATR application due to forgetting your User ID or Password, you can retrieve this information by clicking the link (entitled [Click Here](#)) next to Forgot Password?



STATE OF RHODE ISLAND
Rhode Island ATR

Login to get started!

User ID*

Password*

ID*

Login Reset

Forgot Password? [Click Here](#) [Support Site](#)

Service Announcement

Server Maintenance
Normal Maintenance
on: Sunday 9/13/2009 10PM to 4AM EST

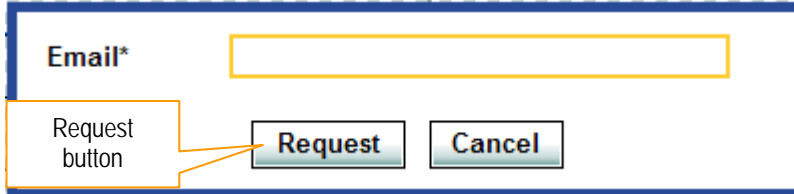
Server Maintenance
Normal Maintenance
on: Sunday 10/18/2009 10PM to 4AM EST

Server Maintenance
Normal Maintenance
on: Sunday 11/15/2009 10PM to 4AM EST

Customer Support Unavailable

1. Type the login name provided by your acting administrator in the **User ID*** field.
2. Click the [Request](#) (**Request**) button.

You will receive a reply with your login information as long as the email address entered matches the address provided in the Manage Staff module.



Email*

Request Cancel

(Forgot Password? Screen)





HOME

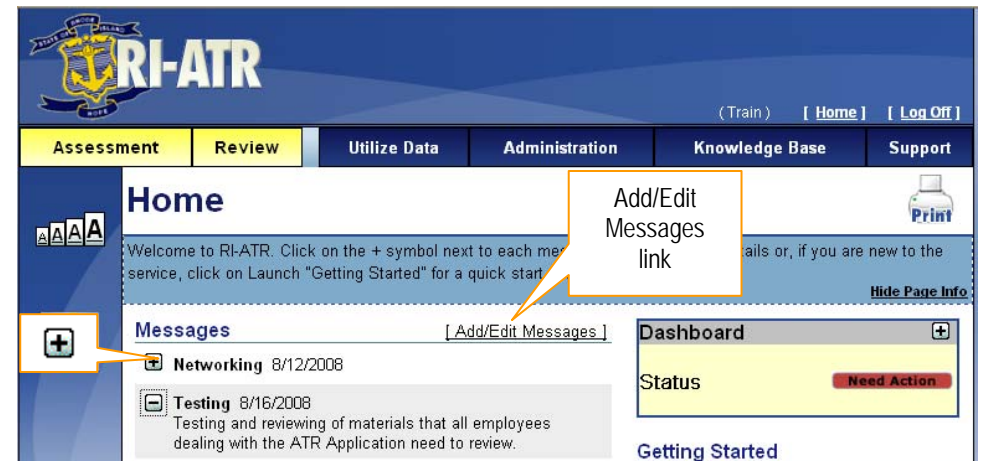
The Home Page provides the organization with important messages, upcoming events and links to News regarding treatment.

Messages

There are two ways to add/edit messages within the application. You can add/edit a message by clicking on the **Add/Edit Messages** link on the Home Page or by using the **Message Board** link on the Administration Landing Page.

- Click the **Add/Edit Messages** link.
- Click (Add) button.

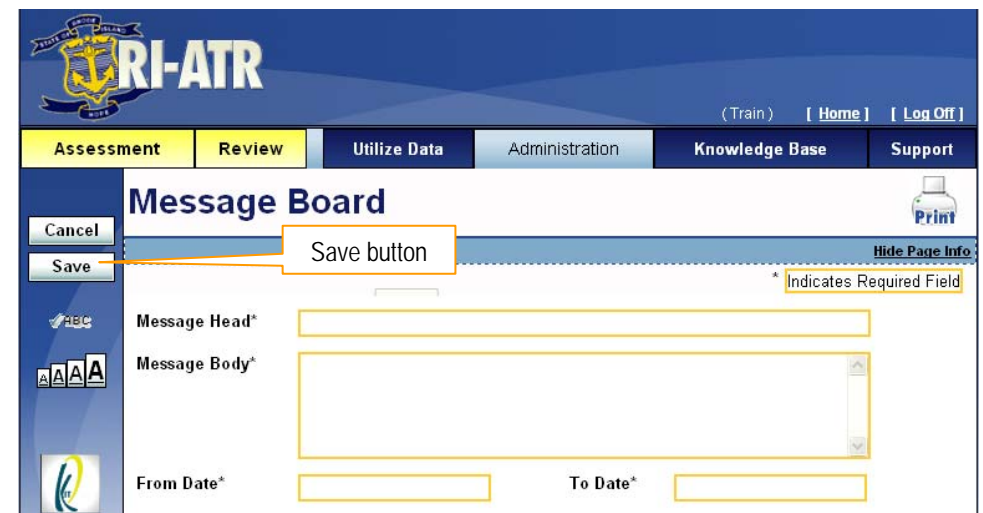
*Note: To view a Message description click on the  (plus sign) next to the Message title. The  (plus sign) will become a  (minus sign). To close the description click on the  (minus sign).



(This is a sample screenshot of the Home Page displaying an open message.)

- Enter a message title in the **Message Head*** field.
- Enter a description in the **Message Body*** field.
- Enter a beginning and ending date in the **From Date*** and **To Date*** fields in the mm/dd/yyyy format.
- Click the (Save) button on the left toolbar.

*Note: To exit the screen without saving any details, click the (Cancel) button.



(This is a screenshot of the Message Board Listing Page.)

Events

The events are the next meetings or sessions that are entered within the Service Plan.


- The **Filter Events** (Filter Events) feature allows the provider to display only the specific meetings and sessions for clients that fall into the desired date range using either the **From Date** and **To Date** fields or using the calendar.
- *Note: See Services page for additional information.
- Click on the link entitled **View full calendar of events** to see a full month's display of Events.

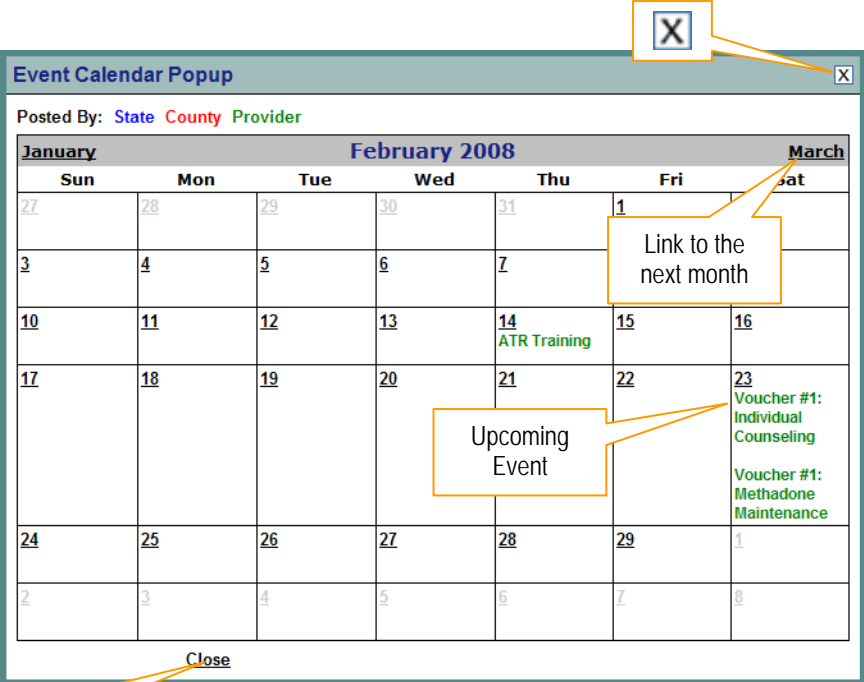
*Note: To expand the Events grid click on the **+** (plus sign) in the right corner of the Event Filter box. The **+** (plus sign) will become a **-** (minus sign). To close the description click on the **-** (minus sign).

(This is a partial screenshot of the Home Page.)

Tips

- If an event is added by the state, then the even will display for all providers, regardless of their permission level.

- A new screen will appear displaying the Calendar.
- To view Event details for a particular day, click on the calendar date (e.g., 23).
- Switch to the previous or next month by selecting the link located to the right or left of the month's name.
- To close the calendar, click on the  (X) in the upper right hand corner or click the Close (Close) link.



Event Calendar Popup

Posted By: [State](#) [County](#) [Provider](#)

January		February 2008					March
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	29	30	31	1		
3	4	5	6	7			
10	11	12	13	14 ATR Training	15	16	
17	18	19	20	21	22	23 Voucher #1: Individual Counseling Voucher #1: Methadone Maintenance	
24	25	26	27	28	29	1	
2	3	4	5	6	7	8	

[Close](#)

Close link

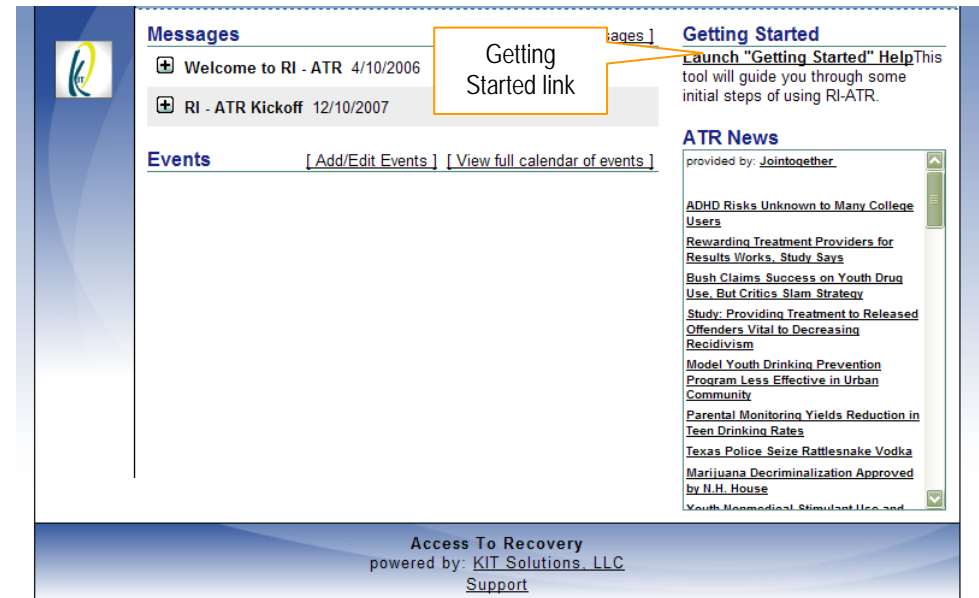
(Calendar of Events)

Details for Feb 23, 2008
 Title: Voucher #1: Individual Counseling
 Date: 02/23/2008
 Event Info:
 Event URL:

(Event details)

Getting Started

- To view a guide through the initial steps of using the RI-ATR application, click on the **Launch "Getting Started" Help** link.
- A new window will open displaying some basic information about the RI ATR application.
- To close the window, click on the **X** (X) in the upper right hand corner or click the **Close** (Close) link.




ATR News

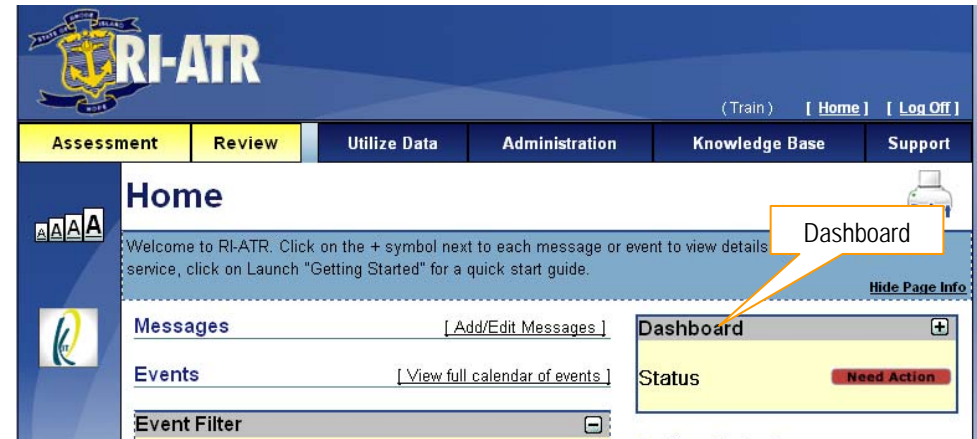
- To view a News article, click on the title of the article from the **ATR News** section. ATR News section is automatically updated in 'real-time' by JoinTogether.
- A new window will open when you click on the specified news article link.
- To close the window, click on the **X** (X) in the upper right hand corner or click the **Close** (Close) link.



Dashboard

The Dashboard feature on the home page is designed to provide status updates in regards to various timeliness, notifications and inactivity scenarios for reports and surveys within the ATR Application.

***Note:** To view a Message or Event description click on the  (plus sign) next to the Message or Event title. The  (plus sign) will become a  (minus sign). To close the description click on the  (minus sign).



(This is a sample screenshot of the Home page displaying the Dashboard.)

Voucher Timeliness

This report shows all vouchers with no services within 20 days of being issued

1. Green=0-19 days
2. Yellow=20-30 days
3. Red=30+ days

GPRA Follow-Up Notification

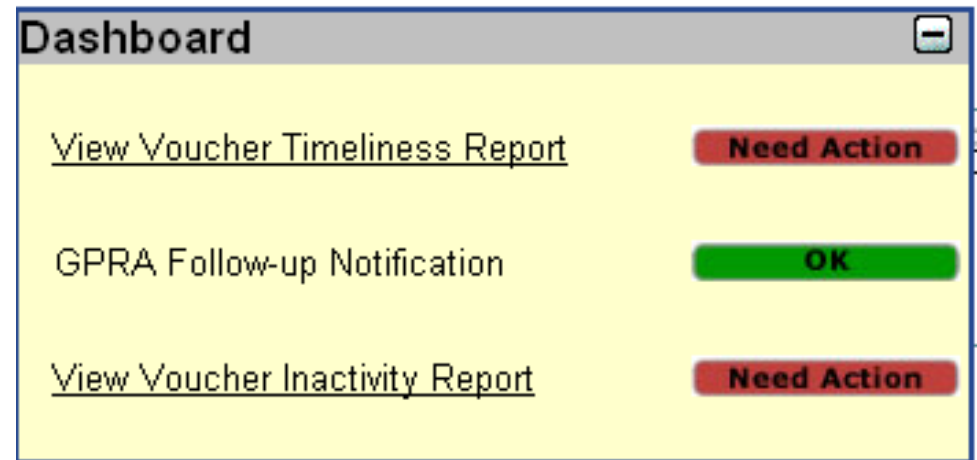
This report shows all vouchers that are 4.5 months (135 days) past voucher issue.

1. Green=0-134 days
2. Yellow=135-180 days
3. Red=181+ days

Voucher Inactivity

This report shows all vouchers that have no services for at least 20 days.

1. Green=0-19 days
2. Yellow=20-30 days
3. Red=30+ days



(This is a sample screenshot of the Dashboard on the Home Page.)

Tips


- Green – No Action Needed
- Yellow – Alert. A link is available for the report or survey that falls within this status.
- Red – Action. A link is available for the report or survey that falls within this status.

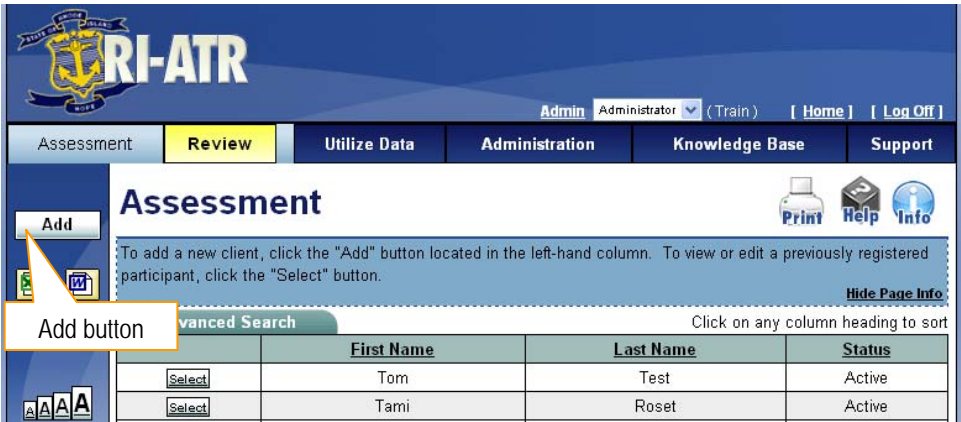
ASSESSMENT

The Assessment module is designed to register and track client information within the application.

Client Information

Use the Client Information form to add/edit and delete information for clients within the application

- 1. Click **Assessment** from the Menu.
- 2. Click the  (**Add**) button.



(This is a sample screenshot of the Assessment Listing Page.)

3. Enter the client's **General Information**.

- Enter the client's first name in the **First Name*** field.
- If desired, enter the client's middle initial in the **Middle Initial** field.
- Enter the client's last name in the **Last Name*** field.
- Select the client's **Gender*** using the dropdown list.
- Enter the client's social security number in the **Social Security Number*** field.
- Enter the client's date of birth in the **Birth Date*** field as mm/dd/yyyy.
- Select the client's race from the **Race*** dropdown list.
- The **Status*** is defaulted to Active.
 - Active: the client is currently receiving treatment (can be viewed on other screens and reports).
 - Inactive: the client is no longer receiving treatment (will no longer appear on other screens and reports).

(This is a sample screenshot of the Register Client Listing Page.)


4. Enter the client's **Contact Information**.


- Enter the client's address in the **Address*** field.
- Enter the client's city in the **City*** field.
- The **State*** field is defaulted to RI.
- Enter the client's 5 digit zip code in the **Zip Code*** fields.

Note: Enter the Zip Code extension in the second box for the Zip Code field, only the 5 digits are required.
- Enter the clients area code and extension in the **Phone*** field.
- If desired, enter and alternative phone number in the **Alt. Phone** fields.

(This is a partial screenshot of the Register Client Contact Information fields.)

5. Enter the client's **Emergency Contact Information**.
 - a. Enter the client's emergency contact name in the **Name*** field.
 - b. Enter the client's emergency area code and extension in the **Phone*** field.

6. Click the  (**Save**) button from the left toolbar.

*Note: To exit the screen without saving any details, click the  (Cancel) button.





Emergency Contact Information

Name*

Phone* () - x

(This is a partial screenshot of the Register Client Emergency Contact information fields.)

Tips

- When entering a new client if the Social Security Number being entered is already in the system, you will receive an error message: 'To move on with the same Social Security Number' click  (**OK**) button within the message and click the  (**Save**) button again.
- The Birth Date field can be no more than 100 years old and no younger than 13 years old. If you try to enter a Birth Date not within this range, you will not be able to save the information.
- Upon saving a new client's information, you will receive confirmation that the client was successfully saved. Upon clicking **OK**, you will be directed to the Client Locator Form. All required fields are defaulted from the Client Registration Page, but you **MUST** click  (**Save**) button to exit the screen. Upon clicking Save you will then have the ability to click  (**Exit**) button and return to Voucher Information screen

Locator Tracking Form

The Locator Tracking Form is used to gather further information about a client. This form is not required, but highly suggested so the client can be found for their 6 month follow-up.

1. After clicking the **Save** (Save) button on the Register Client Screen, you will be immediately be taken to the Client Locator Tracking Form
 2. The required fields (i.e. **First Name**, **Last Name**, **Birth Date** and **Social Security Number**) are automatically filled in with the information that was entered in the Register Client screen.
 3. Enter in additional information in the optional fields.
 4. Click the **Save** (Save) button from the left toolbar.
- *Note: To exit the screen without saving any changes, click the **Cancel** (Cancel) button.
5. Click the **Exit** (Exit) button to be taken to **Voucher Information** for this particular Client.

(This is a sample screenshot of the Locator Tracking Form.)

Tracking Form Notes

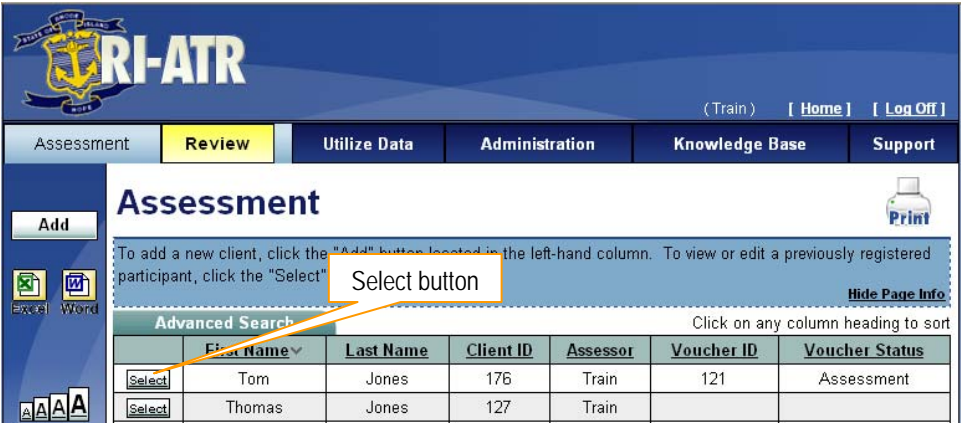
1. Click the **Notes** (Notes) button from the left toolbar.
 2. Click the **Add Row** (Add Row) button.
 3. Enter the **Date*** as mm/dd/yyyy or select the date by clicking on the calendar icon. (See [Calendar](#) section for further details)
 4. Enter notes into the **Effort Made** field.
 5. Enter notes into the **Outcome** field.
- *Note: The Effort Made and Outcome fields both have a 4000 character limit.
6. To save the note, click the **Back** (Back) button.
 7. To remove a record, click the **Delete** (Delete) button.

(This is a sample screenshot of the Client Locator Tracking Form notes.)


Voucher Information



The Voucher Information module is designed to enter forms and information related to each client within the application.

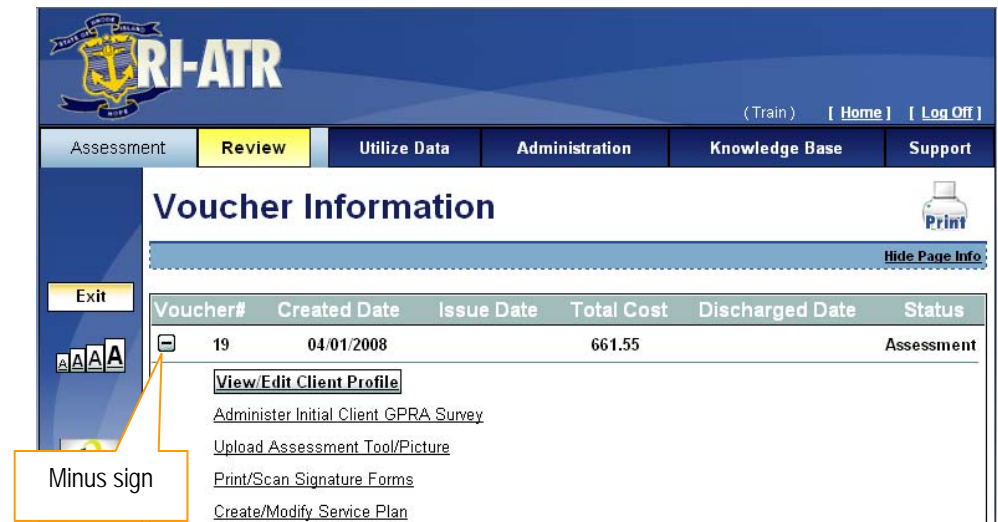
- 1. Click **Assessment** from the Menu.
- 2. From the Assessment Listing Page, select the client you wish to work with by clicking the **Select** (Select) button to the left of the client's name.



(This is a sample screenshot of the Assessment Listing Page.)

3. The screen is defaulted to open with the  (Minus) sign to the left of the Voucher #, which has the Voucher Information expanded.
4. To continue with entering the client's voucher information, you will need to click on the links (e.g. Administer Client GPRA Survey) to enter the necessary client data.

*Note: Click on the  (Minus) sign, it becomes a  (Plus) sign with the links no longer displaying.
To make the links available click on the (Plus) sign.



RI-ATR

(Train) [Home] [Log Off]

Assessment **Review** Utilize Data Administration Knowledge Base Support

Voucher Information

Print

Hide Page Info

Voucher#	Created Date	Issue Date	Total Cost	Discharged Date	Status
19	04/01/2008		661.55		Assessment

Exit

Minus sign

View/Edit Client Profile

Administer Initial Client GPRA Survey

Upload Assessment Tool/Picture

Print/Scan Signature Forms

Create/Modify Service Plan

(This is a partial screenshot of Voucher Information Listing Page.)

Tips

- The links on the Voucher Information page (e.g. Administer Client GPRA Survey, Upload Assessment Tool/Picture) are linked to the client.
- If you have a pop-up blocker on your computer, hold the ctrl key down while selecting any button used to view the format (e.g., Choice Forms, PDF, etc.).

Editing Client Information

1. Click **Assessment** from the Menu.
2. From the Listing Page, select the client you wish to edit by clicking the **Select** (Select) button to the left of the client's name.
3. Click on the **View/Edit Client Profile** (View/Edit Client Profile) button to continue to the client information screen.

*Note: To exit the screen without saving any changes, click the **Exit** (Exit) button.

RI-ATR

Admin Administrator (Train) [Home] [Log Off]

Assessment **Review** Utilize Data Administration Knowledge Base Support

Assessment

To add a new client, click the "Add" button located in the left-hand column. To view or edit a previously registered participant, click the "Select" button.

Hide Page Info

Click on any column heading to sort

	First Name	Last Name	Client ID	Assessor	Voucher ID	Voucher Status
Select	noelle	wood	91	7010	19	Assessment
Select	noelle	wood	92	7010		
Select	noelle	wood	93	7010		
Select	Tiffany	Williams	71	190092	46	Assessment
Select	test1	test2	79	190092	15	Assessment

(This is a sample screenshot of the Assessment Listing Page.)

4. The client will appear in the edit mode.
5. Make any changes needed to the details.
6. Click the **Save** (Save) button from the left toolbar.

*Note: To exit the screen without saving any changes, click the **Cancel** (Cancel) button.

RI-ATR

[Home] (Train) [Log Off]

Assessment **Review** Utilize Data Administration Knowledge Base Support

Register Client

is are required for demographic reporting.

Hide Page Info

* Indicates Required Field

Locator Tracking Form

General Information

Local ID KXB9999

First Name* Kelly Middle Initial

Last Name* Brown Gender* Female

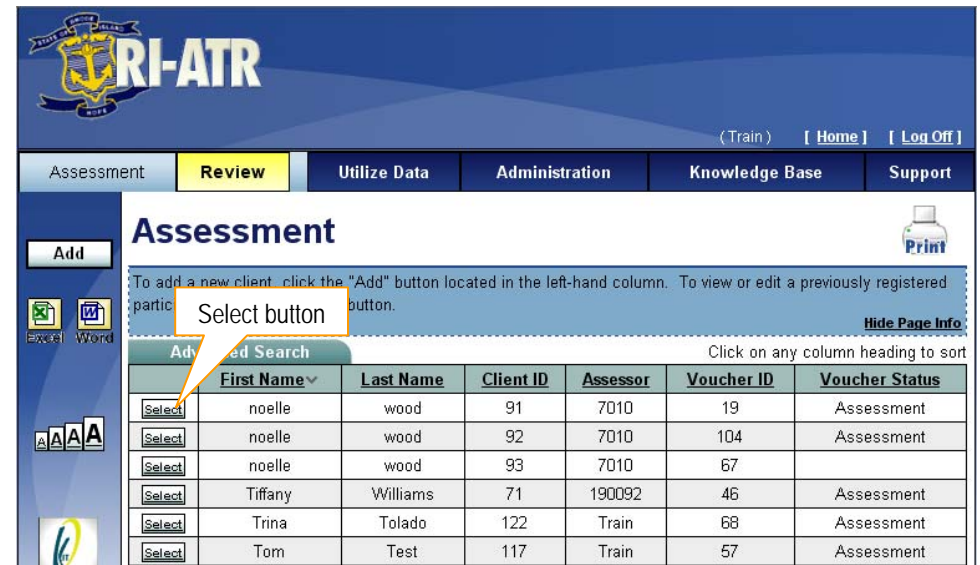
Social Security Number* 225559999

(This is a sample screenshot of the Client Page.)

Deleting Client Information

1. Click **Assessment** from the Menu.
2. From the Listing Page, select the client you wish to delete by clicking the **Select** button to the left of the client's name.
3. Click on the **View/Edit Client Profile** (View/Edit Client Profile) button to continue to the client information screen.

*Note: To exit the screen without saving any changes, click the **Exit** (Exit) button.



The screenshot displays the RI-ATR Assessment Listing Page. The page features a navigation menu at the top with options: Assessment, **Review**, Utilize Data, Administration, Knowledge Base, and Support. The main content area is titled "Assessment" and includes a sidebar on the left with buttons for "Add", "Excel", "Word", and "Print". The main area contains a table of assessment records. A callout box highlights the "Select" button next to the first row of the table.

	First Name	Last Name	Client ID	Assessor	Voucher ID	Voucher Status
Select	noelle	wood	91	7010	19	Assessment
Select	noelle	wood	92	7010	104	Assessment
Select	noelle	wood	93	7010	67	
Select	Tiffany	Williams	71	190092	46	Assessment
Select	Trina	Tolado	122	Train	68	Assessment
Select	Tom	Test	117	Train	57	Assessment

(This is a sample screenshot of the Assessment Listing Page.)

- *Note:** To cancel the deletion, click the (Cancel) button.

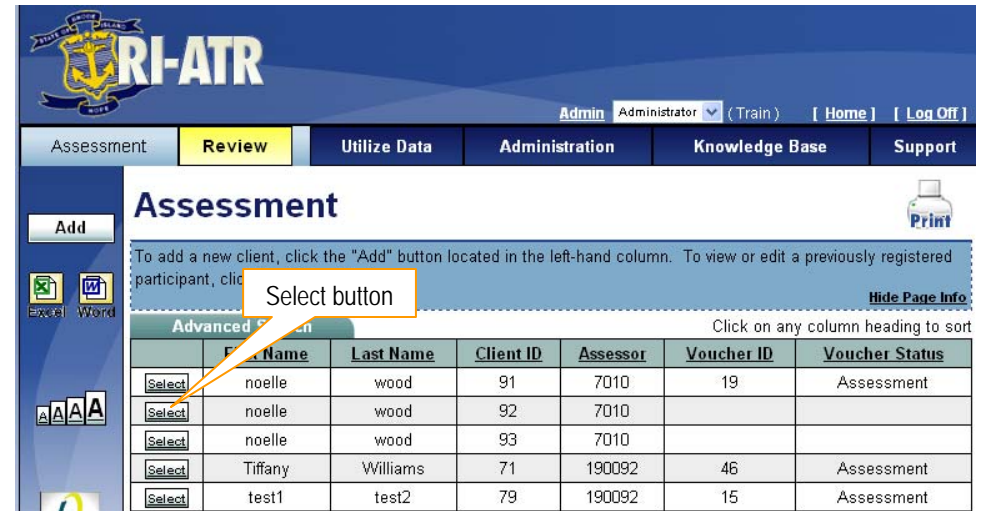
Delete button

Indicates Required Field

Administer Client GPRA Surveys

The Administer Client GPRA Surveys is used to gather further information about a client.

1. Click **Assessment** from the Menu.
2. From the Listing Page, select the client you wish to enter additional information for by clicking the **Select** (Select) button to the left of the client's name.



Assessment

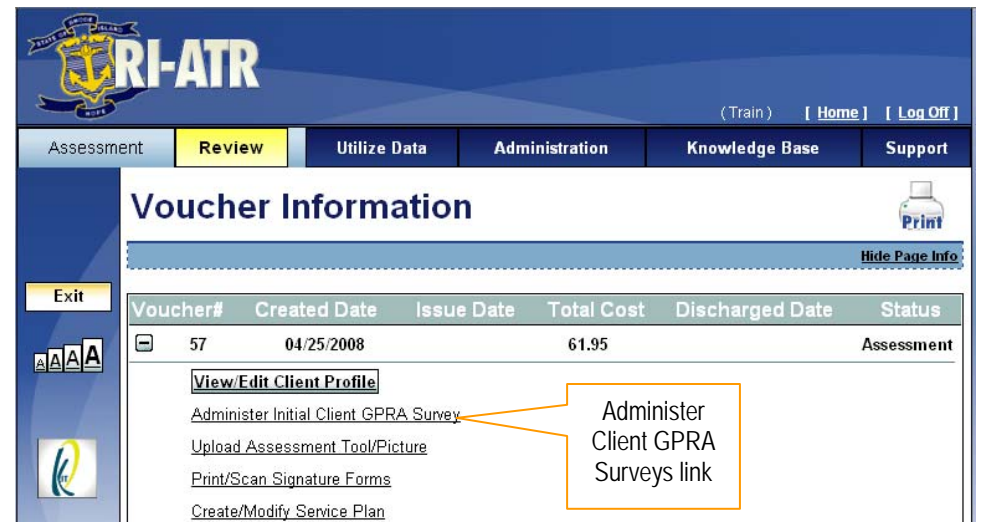
To add a new client, click the "Add" button located in the left-hand column. To view or edit a previously registered participant, click the "Select" button.

Click on any column heading to sort

	First Name	Last Name	Client ID	Assessor	Voucher ID	Voucher Status
Select	noelle	wood	91	7010	19	Assessment
Select	noelle	wood	92	7010		
Select	noelle	wood	93	7010		
Select	Tiffany	Williams	71	190092	46	Assessment
Select	test1	test2	79	190092	15	Assessment

(This is a sample screenshot of the Assessment Listing Page.)

3. Click **Administer Client GPRA Survey** link.



Voucher Information

Click on any column heading to sort

Voucher#	Created Date	Issue Date	Total Cost	Discharged Date	Status
57	04/25/2008		61.95		Assessment

[View/Edit Client Profile](#)

[Administer Initial Client GPRA Survey](#)

[Upload Assessment Tool/Picture](#)

[Print/Scan Signature Forms](#)

[Create/Modify Service Plan](#)

(This is a sample screenshot of the Voucher Information Listing Page.)

4. Answer questions using the drop down list to the left of the question.
5. Click the **Next Page** (Next Page) button to continue to the next page of questions or click the **Previous Page** (Previous Page) button to return to return. (See table).
6. Continue in this manner until all the pages have been filled in.
7. Once you have answered all the questions, click the **Exit** (Exit) button on the last page.

(This is a sample screenshot of the GPRA Surveys.)

Below are the buttons that allow you to move within the GPRA Surveys.

Next Page	This button moves you to the page directly after the one currently on
Previous Page	This button moves you to the page directly prior to the one currently on.

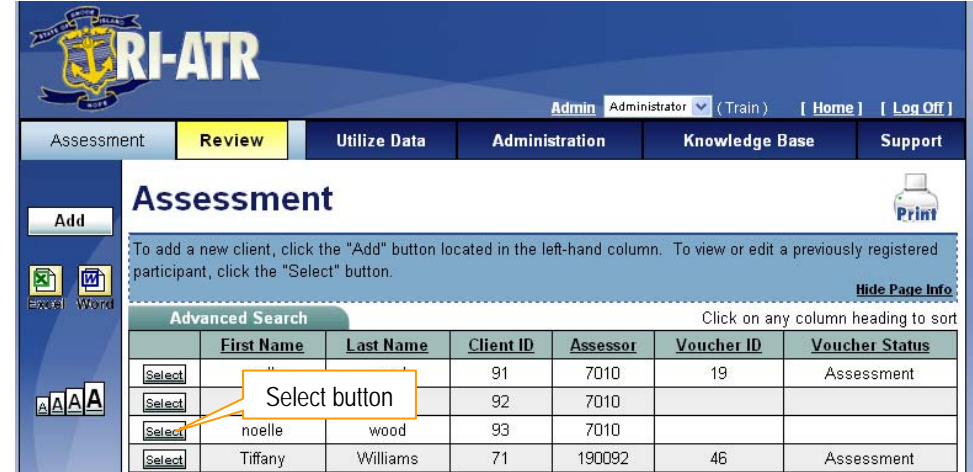
Tip

- Clicking on the **Next Page** (Next Page) button will automatically save the current page.

Upload Assessment Tool/Picture

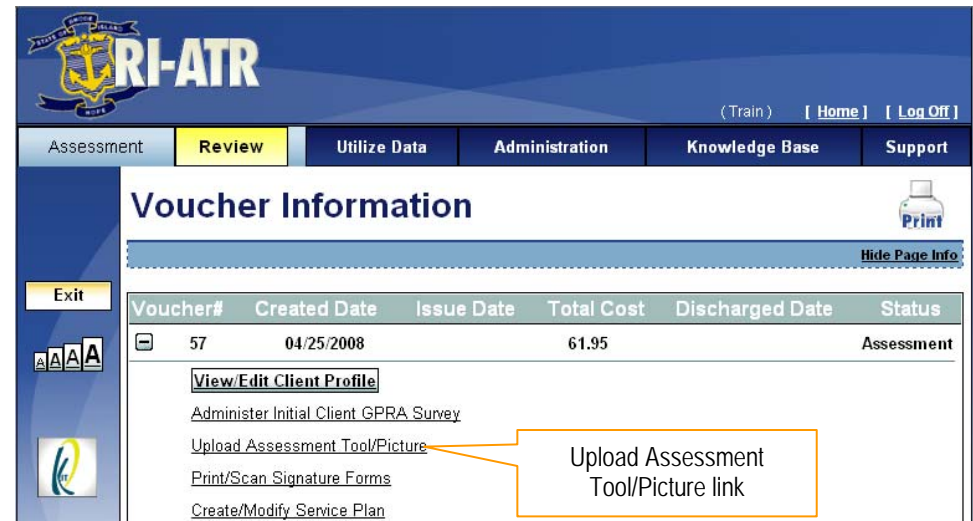
The Upload Assessment Tool is an instrument designed to be administered as a semi-structured interview in a short time frame to patients who present for substance abuse treatment and the picture is a photo of the client to ensure proper identification.

1. Click **Assessment** from the Menu.
2. From the Voucher Information Listing Page, select the client you wish to enter additional information for by clicking the **Select** (Select) button to the left of the client's name.



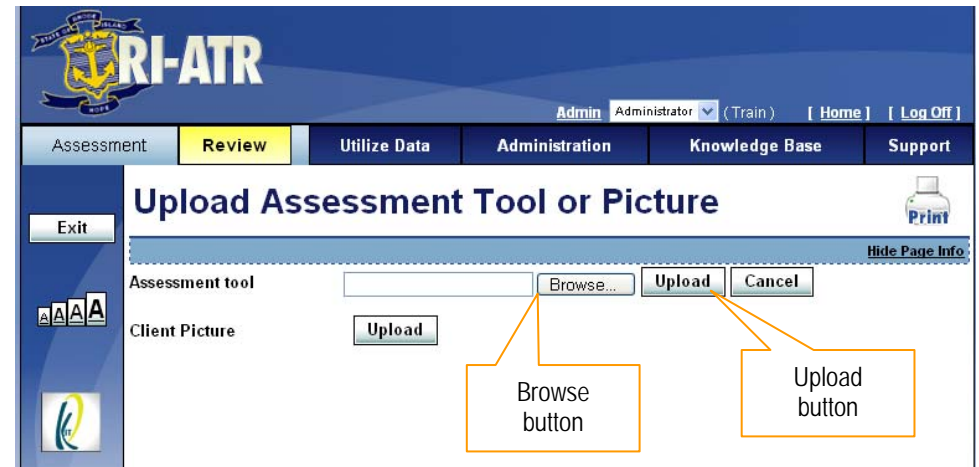
(This is a sample screenshot of the Assessment Listing Page.)

3. Click on the Upload Assessment Tool/Picture link.



(This is a sample screenshot of the Voucher Information Listing Page.)

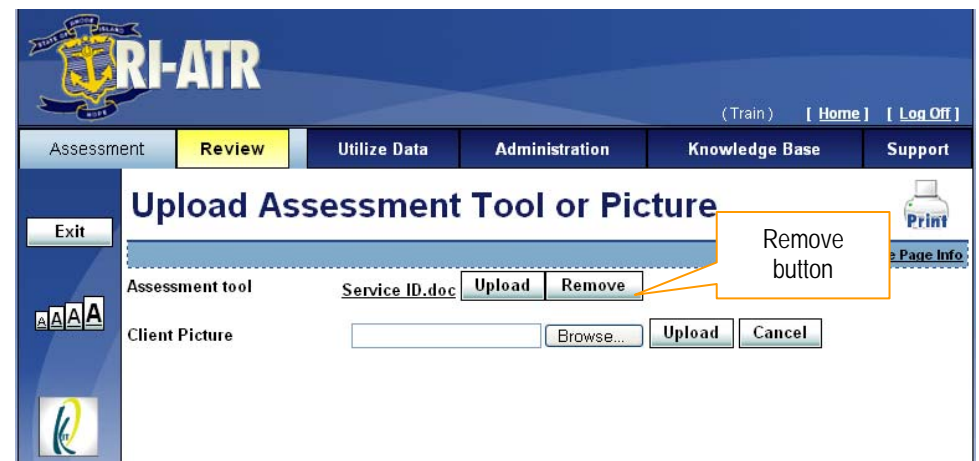
4. To upload the Assessment Tool, click the **Upload** (Upload) button.
5. Once you click the Upload button, click **Browse...** (Browse) button which allows you to browse your computer.
 - a. After clicking the **Browse...** (Browse) button File management opens on your computer, displaying your files. You can double click on the appropriate file or click once then click the open button.
6. Once you have located the tool, click the **Upload** (Upload) button.



(This is a screenshot of the Upload Assessment Tool/Picture Page.)

7. Click on the **Upload Assessment Tool/Picture** link.
8. To collect the client picture, click the **Upload** (Upload) button
9. Click **Browse...** (Browse) button, to locate the photo.
10. Once you have located the photo, click the **Upload** button.

*Note: To remove a previously uploaded form or picture, click the **Remove** (Remove) button.



(This is a screenshot of the Upload Assessment Tool/Picture Page.)

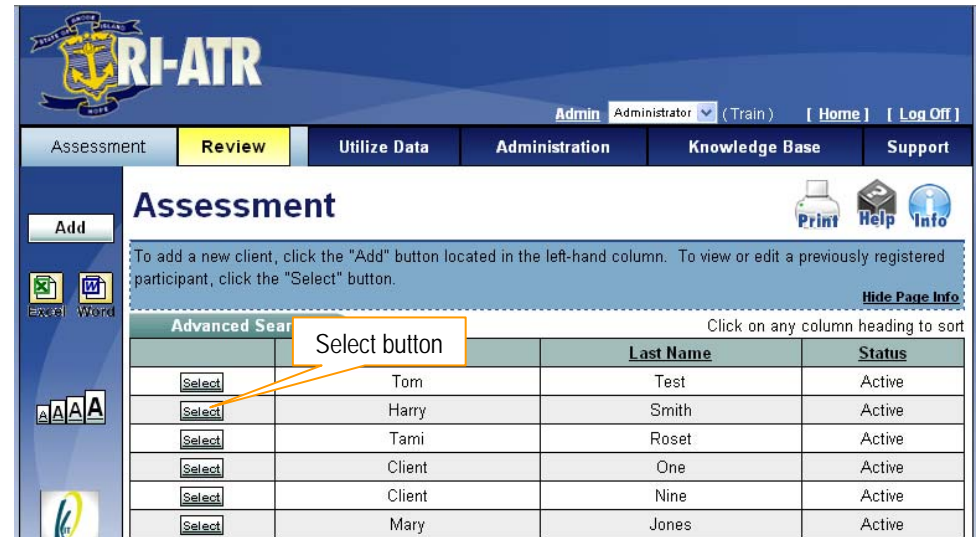
Tips

- The types of files that can be uploaded into the ATR Application are: Word (.doc), Adobe (.PDF), Text (.text), Pictures (.jpg, .tif and .gif).
- Word 2007 files can not be uploaded. They create .docx file types.
- When uploading a Client Picture, ensure that the file size is smaller than 20 MB.

Print/Scan Signature Forms

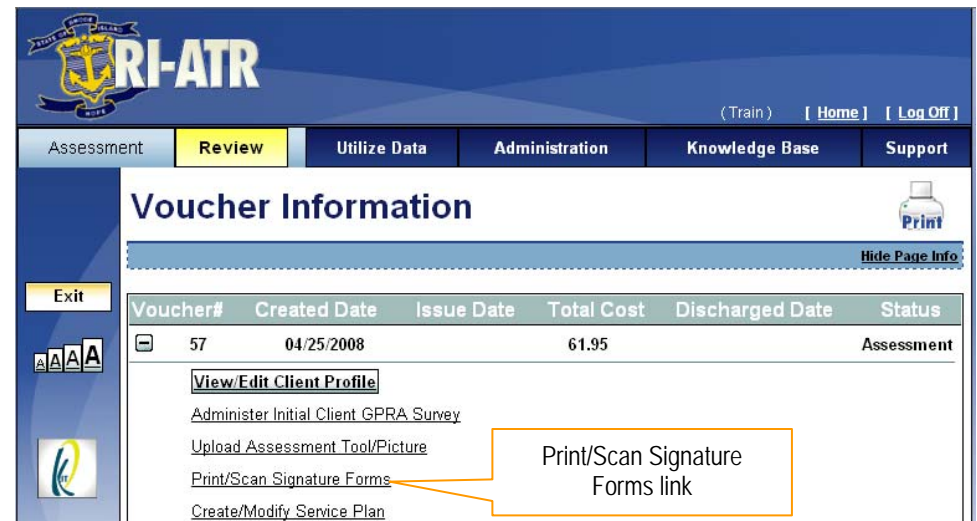
The Print/Scan Signature Forms are the Choice and Confidential Release Forms which grant permission to client information.

1. Click **Assessment** from the Menu.
2. From the Voucher Information Listing Page, select the client you wish to enter additional information for by clicking the **Select** (Select) button to the left of the client's name.







(This is a sample screenshot of the Assessment Listing Page.)

3. Click Print/Scan Signature Forms link.







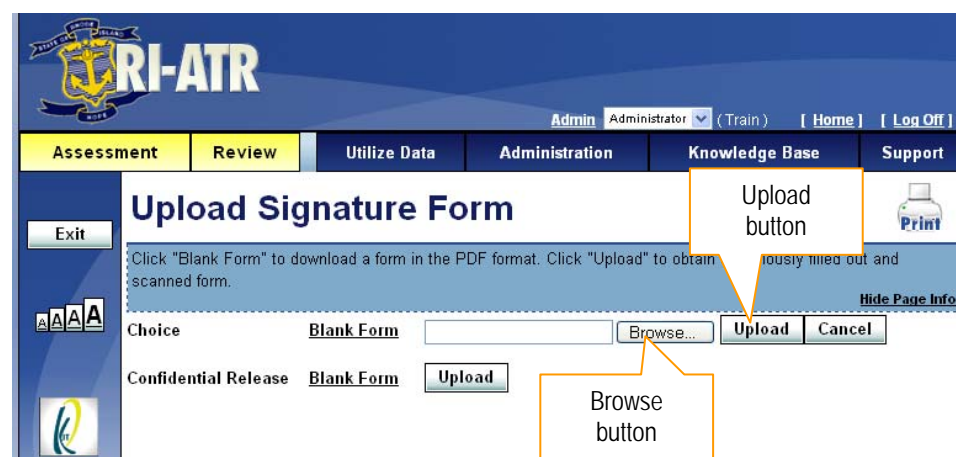
(This is a sample screenshot of the Voucher Information Listing Page.)

4. To download a blank Choice Form, click on the **Blank Form** link.
5. A new window will open in a PDF File format.
 - a. Click the  (**Save**) button to save a copy to your computer. This must be done in order to use the digital signature.
 - b. To digitally sign the form, click on the  (**Sign**) button in the Adobe Reader submenu.
 - c. Click  (**Place Signature**) and you will need to drag your mouse to draw the area where signature needs to appear.
 - d. A new window will open and ask you to type in a password and to select the Appearance of the signature using radio buttons.
 - e. Click the Sign button.
6. Once you have signed and dated the form in the designated areas, save the form.
7. To close the window, click the  (**X**) in the upper right corner.



(This is a partial screenshot of the Upload Signature Form Page.)

8. To upload the signed Choice Form, click the  (**Upload**) button.
9. Once you click the Upload button, click  (**Browse**) button which allows you to browse your computer.
 - a. After clicking the  (**Browse**) button File management opens on your computer, displaying your files. You can double click on the appropriate file or click once then click the open button.
10. Once you have located the tool, click the  (**Upload**) button.



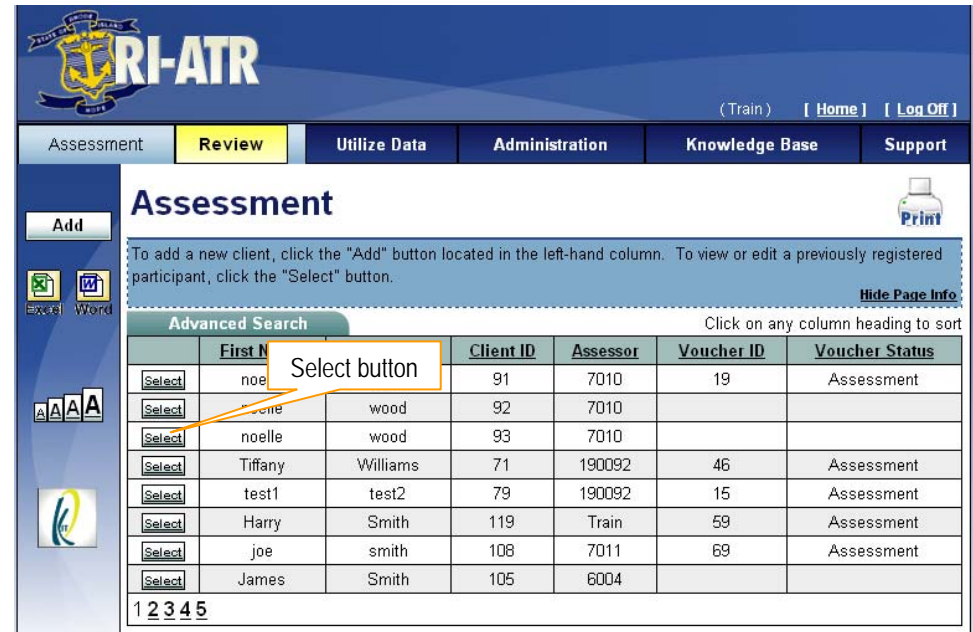
(This is a screenshot of the Upload Signature Form Page.)

Tips

- If you have a pop-up blocker on your computer, hold the ctrl key down while selecting any button used to view the forms (e.g., Confidential Release Forms, PDF, etc.).

Create/Modify Service Plan

1. Click **Assessment** from the Menu.
2. From the Service Plan Listing Page, select the client you wish to edit by clicking the **Select** (Select) button to the left of the client's name.



RI-ATR

(Train) [Home] [Log Off]

Assessment **Review** Utilize Data Administration Knowledge Base Support

Assessment

To add a new client, click the "Add" button located in the left-hand column. To view or edit a previously registered participant, click the "Select" button.

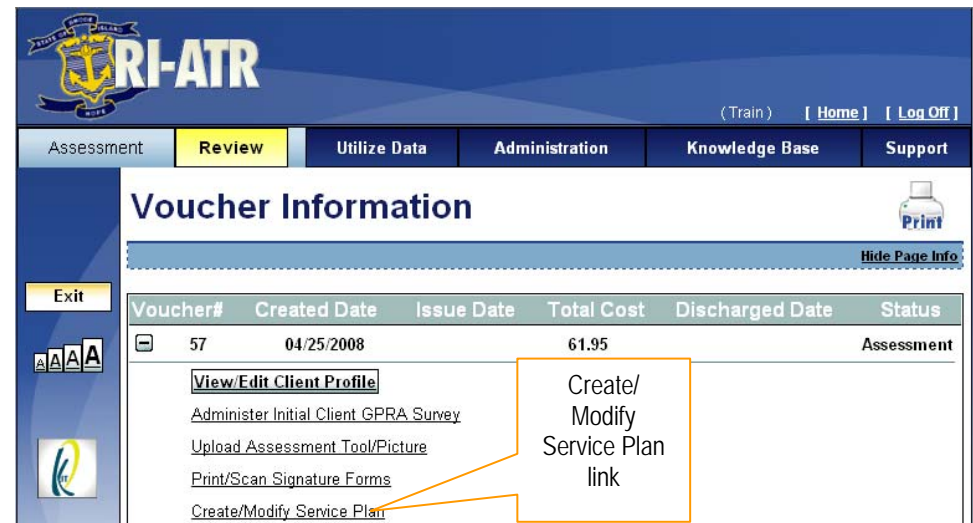
Advanced Search Click on any column heading to sort

	First Name	Last Name	Client ID	Assessor	Voucher ID	Voucher Status
Select	noe	wood	91	7010	19	Assessment
Select	noelle	wood	92	7010		
Select	Tiffany	Williams	71	190092	46	Assessment
Select	test1	test2	79	190092	15	Assessment
Select	Harry	Smith	119	Train	59	Assessment
Select	joe	smith	108	7011	69	Assessment
Select	James	Smith	105	6004		

1 2 3 4 5

(This is a sample screenshot of the Assessment Listing Page.)

3. Click Create/Modify Service Plan link.



RI-ATR

(Train) [Home] [Log Off]

Assessment **Review** Utilize Data Administration Knowledge Base Support

Voucher Information

Hide Page Info

Voucher#	Created Date	Issue Date	Total Cost	Discharged Date	Status
57	04/25/2008		61.95		Assessment

[View/Edit Client Profile](#)
[Administer Initial Client GPRA Survey](#)
[Upload Assessment Tool/Picture](#)
[Print/Scan Signature Forms](#)
[Create/Modify Service Plan](#)

(This is a sample screenshot of the Voucher Information Listing Page.)

4. Click on the **+** (Plus) sign to the right of the Treatment.
5. Fill the treatment service information in that is specific to the client.
 - a. Check the box to the left of the **Service**.
 - b. Enter in the **Number of Sessions** (the cost will automatically populate).
 - c. Select the **Service Provider** from the drop down list.
 - d. If **Primary Provider**, select the radio button.
 - e. Enter the **Start Date** and **End Date**.
 - f. Enter the **Next Meeting** date.

Service Plan

After assessing the needs of a client, create the service plan by completing this form. Choose at least one Treatment Service and one Recovery Coach. Click the + sign to expand the treatment or recovery support service options and then choose the appropriate service to add to the plan by checking the box next to the service name. If you need additional information, move your mouse over the info icon to pop-up a detailed explanation for the service.

View Voucher Dependencies

Client: Harry Smith Voucher Status: Assessment

Voucher Number: 59 Total Cost (\$): 4475.95
 Grant ID: TI19455 Created Date: 5/2/2008
 Reference Source: ACI Methamphetamine User: ☐

Treatment

	Service	Rate	Number of Sessions	Cost	Service Provider	Primary Provider	Start Date	End Date	Next Meeting
<input checked="" type="checkbox"/>	COD Enhanced IOP	160.00	12	1920.00	Rhode Island	<input type="radio"/>			
<input checked="" type="checkbox"/>	Continuing Care	20.25	12	243.00	MHRH Training	<input type="radio"/>			07/10/2008
<input checked="" type="checkbox"/>	Day Treatment	105.25	2			<input type="radio"/>			7/10/2008

(This is a sample screenshot of the Service Plan Page.)

6. Click on the **+** (Plus) sign to the right of the Recovery Support.
7. Fill the treatment service information in that is specific to the client.
 - a. Check the box to the left of the **Service**.
 - b. Enter in the **Number of Sessions** (the cost will automatically populate).
 - c. If **Primary Provider**, select the radio button.
 - d. Enter the **Start Date** and **End Date**.
 - e. Enter the **Next Meeting** date.
8. Click the **Save** (Save) button from the left toolbar to save the Service Plan

Service Plan

After assessing the needs of a client, create the service plan by completing this form. Choose at least one Treatment Service and one Recovery Coach. Click the + sign to expand the treatment or recovery support service options and then choose the appropriate service to add to the plan by checking the box next to the service name. If you need additional information, move your mouse over the info icon to pop-up a detailed explanation for the service.

View Voucher Dependencies

Client: Joe X Smith Voucher Status: Assessment

Voucher Number: 69 Total Cost (\$): 451.00
 Grant ID: TI19455 Created Date: 6/24/2008
 Reference Source: Please Select Methamphetamine User: ☐

Recovery Support

	Service	Info	Rate	Number of Sessions	Cost	Service Provider	Primary Provider	Start Date	End Date	Next Meeting
<input checked="" type="checkbox"/>	Child Care		5.00	10	50.00	State	<input type="radio"/>			7/10/2008
<input checked="" type="checkbox"/>	Child Care (Pre-school)		5.00	10	50.00	MHRH Training 7200	<input type="radio"/>			6/30/2008
<input checked="" type="checkbox"/>	Domestic Violence Counseling (Group of 10 or less)		5.00	15	75.00	Rhode Island Training Center	<input type="radio"/>			6/30/2008
<input checked="" type="checkbox"/>	Domestic Violence Counseling (Individual)		10.00	20	200.00	Rhode Island Training Center	<input type="radio"/>			7/01/2008
<input type="checkbox"/>	Employment Services or Job Training		25.00			Please Select	<input type="radio"/>			

(This is a partial screenshot of the Service Plan Page.)

9. Click on the **+** (Plus) sign to the right of the Comments to see previously entered notes.
10. If desired, click the **Add New Comment** link under the Comments area
11. Enter your comments.
 *Note: There is an 8000 character limit on this field.
12. Click the **Save** (Save) button inside the Comment box.
 *Note: To exit the screen without saving any changes, click the **Cancel** (Cancel) button
13. If you are ready to submit the Service Plan for review, click the **Submit** (Submit) button.
14. Click the **OK** (OK) button. If there are errors you will need to click the **View Voucher Dependencies** (View Voucher Dependencies) button.




The screenshot shows the 'Service Plan' form. At the top left, there are buttons for 'Cancel', 'Save', and 'Submit'. A callout points to the 'Save' button. Below these is a 'View Voucher Dependencies' button. The form includes fields for 'Client: Bill G Smith', 'Voucher Status: Assessment', 'Voucher Number: 203', 'Total Cost (\$): 612.00', 'Grant ID: T119455', 'Created Date: 4/1/2009', and 'Reference Source: RITS'. There are sections for 'Treatment', 'Recovery Support', 'Assessor Comments', 'Review', and 'Fiscal C'. A callout points to the 'Add New Comment link' in the 'Assessor Comments' section. Another callout points to the 'Save button' in the 'Assessor Comments' section. A 'View Voucher Dependencies' button is also shown at the bottom left.

Tips

- The Reference Source 'Other' has been added to the drop down list. If 'Other' is selected, then you must specify the other Reference Source in the textbox.
- If a client has been inactive for 6 months after the First Issue date (no services have been entered) then their status on the Client Registration page will be updated to Inactive. If an attempt is made to edit the status then they will receive the following message: "This client has been inactive for 6 or more months; therefore funded ATR services can no longer be received."

View Voucher Dependencies

The **View Voucher Dependencies** is a validation tool used within the application to ensure that all the required parts are fulfilled when entering a client's information into the **Service Plan**. You are able to save the **Service Plan** if there are validation errors, but you will not be able to submit the **Service Plan** if there are errors.

1. If your **Service Plan** has errors, when you click the  (**Submit**) button you will receive an error message.
2. The  (**View Voucher Dependencies**) button enforces validation errors when creating the **Service Plan**.
3. A new window will open displaying the various parts entered into the **Service Plan**.
4. To close the new website window, click on the  (X) in the upper right hand corner.
5. Once you have corrected the errors, you will be able to submit the Service Plan.

Tips

- You are required to have a Primary Provider selected within the application.

GPRA Survey

Complete, With Errors

GPRA Survey Errors

- Page 1: B1b1 + B1b2 cannot be greater than B1a.
- Page 1: B1b2 cannot exceed B1a.
- Page 1: If B1a + B1c <= 30, then B1d cannot exceed the minimum poitive value of B1a and B1c.
- Page 1: B2a cannot exceed B1c.
- Page 1: If the first part of B2a is greater than zero, then the second part of B2a can not be -1.

Photo

Complete

File: wtfareyoulookingat.bmp
File Path: Download\Train_2008050216214466_P_wtfareyoulookingat.bmp

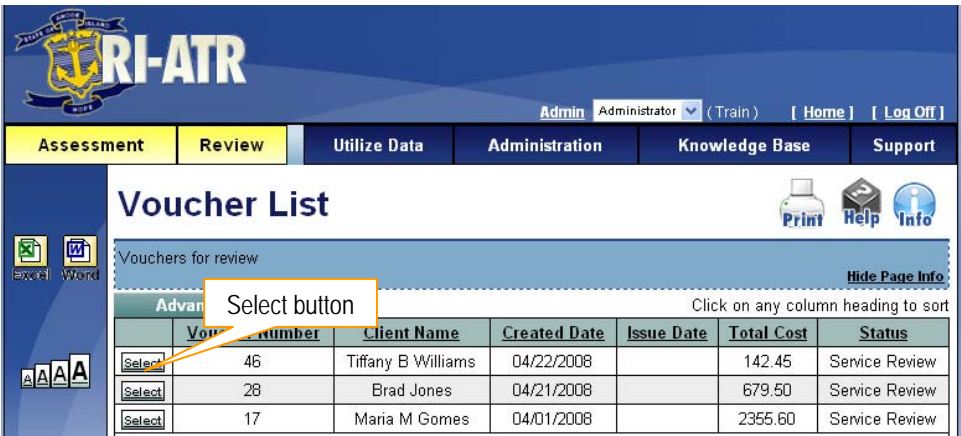
(This is a sample screenshot of the Voucher Dependencies form.)

REVIEW

The Review module is designed to view voucher information as well as displaying the service plan details for submission within the application. **This module is for the staff members who have the Reviewer Permission level.**

(*Note: For a description of the levels, see the [Permission Default](#) list.)

- 1. Select **Review** from the Menu.
- 2. From the Listing Page, select the client you wish to review by clicking the **Select** (Select) button to the left of the Voucher Number.
- 3. The client's service plan information will display.



(This is a sample screenshot of the Voucher Listing Page.)

4. Review and update the treatment sessions and recovery support sections.
5. Click the **Submit** (Submit) button.
6. Click the **Cancel** (Cancel) button which will return you the Voucher Information Landing Page.

Service Plan

Cancel button

View Voucher Dependencies

Client: noelle wood Voucher Status: Assessment

Voucher Number: 19 Total Cost (\$): 585.55

Grant ID: T119455 Created Date: 4/1/2008

Reference Source: DCYF Methamphetamine User: ☐

Service	Info	Rate	Number of Session	Cost	Service Provider	Primary Provider	Start Date	End Date	Next Meeting
Individual Counseling (60 minute)		61.95	1	61.95	State				6/10/2008 12:00

(This is a sample screenshot of the Service Plan Page.)

Reviewer

If you are a reviewer, follow these steps.

1. Select **Review** from the Menu.
2. From the Listing Page, select the client you wish to review by clicking the **Select** button to the left of the Voucher Number.
3. The client's service plan information will display.
4. Review the Treatment and Recovery Support sections of the Service Plan.

RI-ATR

(Train) [Home] [Log Off]

Review Utilize Data Administration Knowledge Base Support

Service Plan

As a reviewer, create the service plan by completing this form. Choose at least one treatment or recovery coach. Click the + sign to expand the treatment or recovery support service options. Then choose the appropriate service to add to the plan by checking the box next to the service name. If you need additional information, move your mouse over the info icon to pop-up a detailed explanation for the service. [Hide Page Info](#)

Exit **Reject** **Submit** (Submit button)

View Voucher Dependencies

Client: Tom T Test Voucher Status: Service Review

Voucher Number: 57 Total Cost (\$): 61.95

Grant ID: TI19455 Created Date: 4/25/2008

Reference Source: DCYF Methamphetamine User: No

Treatment

Service	Info	Rate	Number of Session	Cost	Service Provider	Primary Provider	Start Date	End Date	Next Meeting
Individual Counseling (60 minute)		61.95	1	61.95	State	X			

(This is a sample screenshot of the Service Plan Page.)

5. Click the **Add New Comment** link to enter any comments about the Service Plan.
6. A new window will open to add the comments, click the **Save** (Save) button when completed with comment.
7. At this point you can either submit or reject the Service Plan.
8. Once you click the **Submit** (Submit) button, the Service Plan is forwarded to the Fiscal Reviewer.
9. If you click the **Reject** (Reject) button, the Service Plan is forwarded back to the Assessor for modifications.


The screenshot displays three comment sections: Assessor Comments, Reviewer Comments, and Fiscal Comments. Each section has a header bar with a title and a close button. Below the headers are tables for tracking comments. The Reviewer Comments table contains two entries with details on creation date, creator, change date, and change by, along with edit and delete links. A callout box with an orange border points to the 'Add New Comment' link in the top right corner of the Reviewer Comments section.

Create Date	Created By	Change Date	Changed By
06/03/2008	Admin		
06/26/2008	hhorsely		

(This is a sample screenshot displaying the Comment section of the Service Plan Page.)

Fiscal

If you are a fiscal reviewer, follow these steps.

1. Select **Review** from the Menu.
2. From the Listing Page, select the client you wish to review by clicking the  (Select) button to the left of the Voucher Number.
3. The client's service plan information will display.
4. Review the Treatment and Recovery Support sections of the Service Plan.

Review	Utilize Data	Administration	Knowledge Base	Support
---------------	---------------------	-----------------------	-----------------------	----------------

Service Plan

After assessing the needs of a client, create the service plan by completing this form. Choose at least one treatment option. Click the + sign to expand the treatment or recovery support service options. Click the + sign to expand the coaching options. Click the + sign to expand the recovery support service options. Click the + sign to expand the recovery support service options. Click the + sign to expand the recovery support service options.

Submit button

[Print](#) [Hide Page Info](#)

View Voucher Dependencies

Client: Tom T Test

Voucher Status: Service Review

Voucher Number	<input type="text" value="57"/>	Total Cost (\$)	<input type="text" value="61.95"/>
Grant ID *	<input type="text" value="TI19455"/>	Created Date	<input type="text" value="4/25/2008"/>
Reference Source *	<input type="text" value="DCYF"/>	Methamphetamine User	<input type="text" value="No"/>

Treatment [-]

Service	Info	Rate	Number of Session	Cost	Service Provider	Primary Provider	Start Date	End Date	Next Meeting
Individual Counseling (60 minute)		61.95	<input type="text" value="1"/>	<input type="text" value="61.95"/>	State	X	<input type="text"/>	<input type="text"/>	<input type="text"/>

(This is a sample screenshot of the Service Plan Page.)

5. Click the **Add New Comment** link to enter any comments about the Service Plan.
6. A new window will open to add the comments, click the **Save** (Save) button when completed with comment.
7. At this point you can either submit or reject the Service Plan.
 - a. Once you click the **Submit** (Submit) button, the Services are open for the Provider.
 - b. If you click **Reject** (Reject) button, the Service Plan is forwarded back to the Assessor for modifications.

Assessor Comments					
Create Date	Created By		Change Date	Changed By	
06/02/2008	Admin	Done			Edit Delete

Reviewer Comments					
Create Date	Created By		Change Date	Changed By	
06/02/2008	Admin	done			Edit Delete

Fiscal Comments					
Create Date	Created By		Change Date	Changed By	
06/02/2008	TGardner1	not good			Edit Delete

Add New
Comment
link

(This is a sample screenshot displaying the Comment section of the Service Plan Page.)

UTILIZE DATA

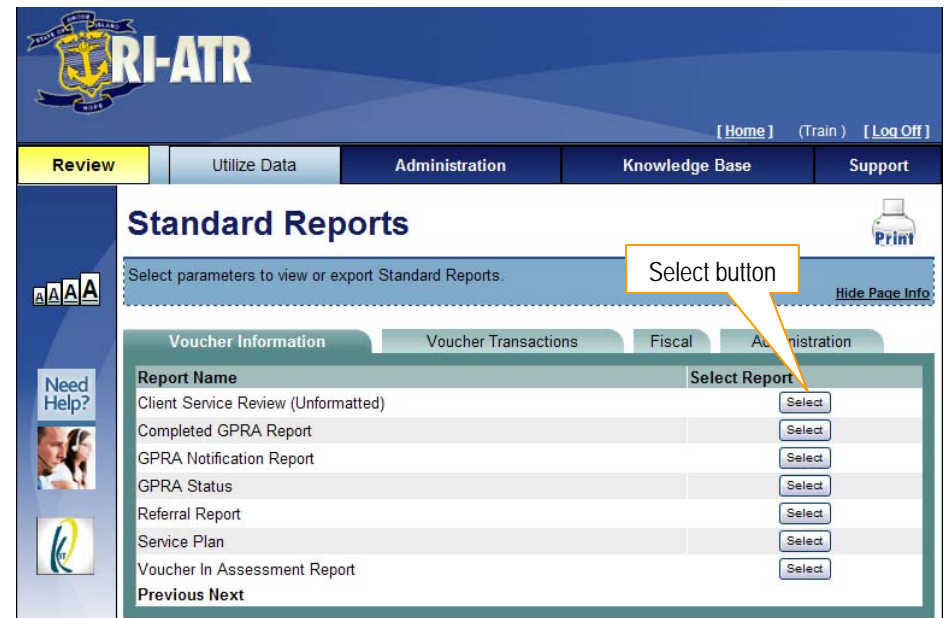
The Utilize Data module is designed to generate reports to assist with tracking, monitoring and assessing voucher information.

Standard Reports

The Standard Reports module enables you to have the ability to get specific voucher, fiscal and administration information through reports.

To select a Standard Report

1. Click **Utilize Data** from the Menu.
2. Click **Standard Reports** from the Utilize Data Landing Page.
3. Select the type of report you wish to view/print from the tabs (i.e.
4. Select the report you wish to view/print by clicking the **Select** (Select) button.
5. Click the **Show Report** (Show Report) button to bring up a new window with the report
6. A new window will open, to close the window, click on the **X** (X) in the upper right corner.





(This is a screenshot of the Standard Reports Page.)

Tips

- The Organization dropdown list for all reports is sorted alphabetically.
- The RI ATR Application has the print icon for easier access to viewing reports, you may need to have Active X installed on your computer to utilize the icon. Active X is a free download that should allow you to use the print icon, click on the link to access the Active X site: http://www.download.com/windows/activex/1921-2206_4-0.html if you are unable to download Active X, contact your organization's IT department.

Selecting a Report that requires Additional Data

1. Select the appropriate data from each of the required dropdown list.
2. To select a specific date range
 - a. Select the **Fiscal Year** from the drop down list to fill in the **Begin Date** and the **End Date** fields with the beginning date and ending date of the selected time period.
 - b. Enter the specific dates into the **Begin Date** and **End Date** fields as mm/dd/yyyy.
3. Click the  (**Show Report**) button to bring up a new window with the report
4. A new window will open, to close the window, click on the  (X) in the upper right corner.




(This is a sample screenshot of the Standard Reports Page.)

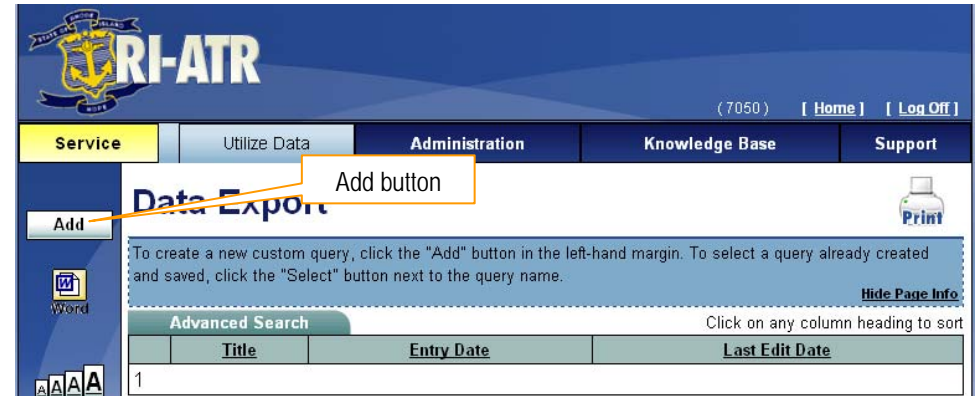
Tips

- If you have a pop-up blocker on your computer, hold the ctrl key on your keyboard down while selecting any button used to view the forms (e.g., Confidential Release Forms, PDF, etc.).

Data Export

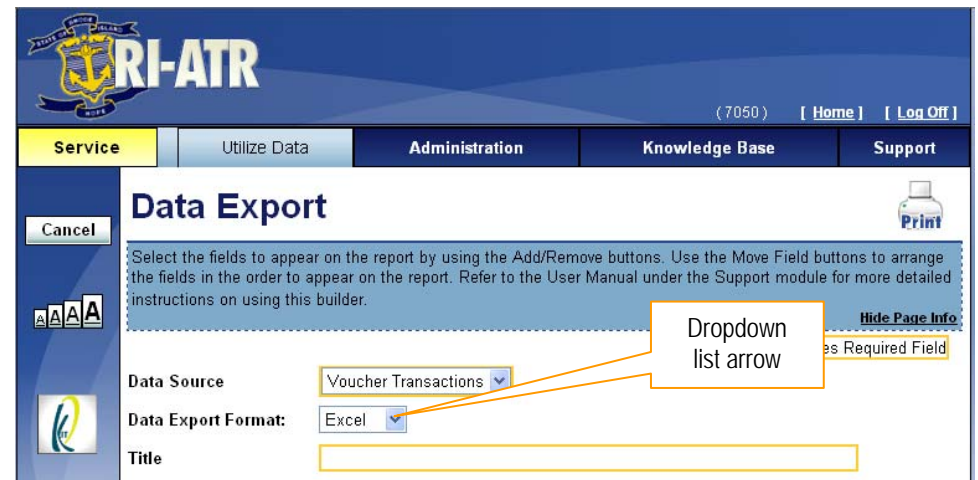
The Data Export module is used to export files of data in an Access or Excel document.

1. Click **Utilize Data** from the Menu.
2. Click **Data Export** from the Utilize Data Landing Page.
3. Click the  (**Add**) button.



(This is a partial screenshot of the Data Export Page.)

4. Select the **Data Source** from the dropdown list.
5. Select the **Data Export Format** from the dropdown list.
6. Enter the name of the report in the **Title** field.



(This is a partial screenshot of the Data Export Landing Page.)

- Choose from the **Available Fields** list by selecting the field names that you want to export and clicking the Add Field buttons to add to the **Selected Fields** list.

*Note: Hold down the Ctrl key to make multiple selections.

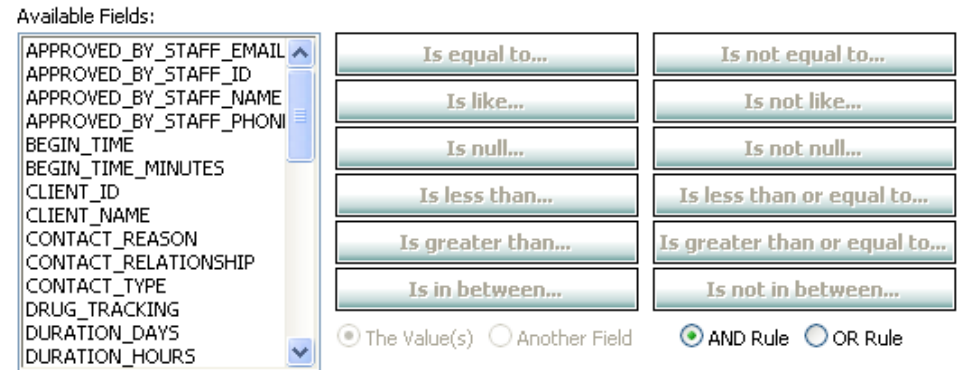
- Click the **Next >>** (Next) button when finished making selections.

(This is a partial screenshot displaying the Available Fields to sort by option.)

The following table summarizes the buttons:

Button	Function
	Moves only the selected fields from the Available Fields list to the Selected Fields list.
	Moves All fields from the Available Fields list to the Selected Fields list.
	Removes only the selected fields from the Selected Fields list to the Available Fields list.
	Removes All fields from the Selected Fields list to the Available Fields list.
	Moves only the selected fields up on the Selected Fields list.
	Moves only the selected fields to the top of the Selected Fields list.
	Moves only the selected fields down on the Selected Fields list.
	Moves only the selected fields to the bottom of the Selected Fields list.

9. Create filtering conditions by selecting from the Available Fields list and then clicking the appropriate buttons to the right to create rule parameters
- *Note: Hold down the Ctrl key to make multiple selections.
10. Use the radio buttons to adjust the filtering conditions by The Value, Another Field, AND Rule and OR Rule.



(This is a sample screenshot displaying the filtering options.)

The following table summarizes the buttons:

Button	Function
Is equal to...	Is the same as the information selected
Is not equal to...	Is not the same than the information selected
Is like...	Is similar to the information selected.
Is not like...	Is different than the information selected.
Is null...	View no information for this field.
Is not null...	View all information for this field.
Is less than...	Is less than the information selected
Is less than or equal to...	Is less than or the same as the information selected
Is greater than...	Is greater than the information selected
Is greater than or equal to...	Is greater than or the same as the information selected
Is in between...	Is in between the values selected
Is not in between...	Is not in between the values selected

11. Click the **Add Rule** (Add Rule) button to create the filter.

*Note: To cancel a rule click the **Clear / Restart** (Clear/Restart) button or to delete a rule click the **Delete Rule** (Delete Rule) button.

12. Click the **Next >>** (Next) button.

(This is a sample screenshot of more filtering options.)

13. Select the order by which the dataset should be sorted by choosing from the **Available Fields** list and selecting the field names you want to export and clicking the arrows to add a field to the **Selected Field** list.

*Note: Hold down the Ctrl key to make multiple selections.

14. Click the **Finish** (Finish) button when you are complete.

15. Click the **Save** (Save) button.

(This is a partial screenshot displaying the dataset options to sort the report by.)

Tips


- If you have a pop-up blocker on your computer, hold the ctrl key on your keyboard down while clicking on the Finish button to ensure that the Access or Excel document generates.

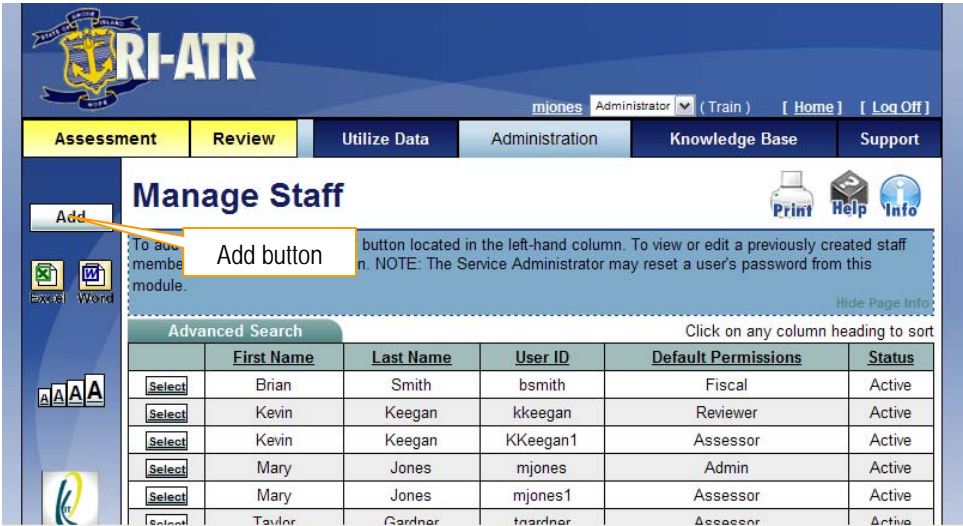
ADMINISTRATION

The Administration module is designed to complete administrative tasks within the application, such as updating organization information, staff registration, and changing a password.

Manage Staff

The Manage Staff module is used to register any staff members that should have access to the data entered within the application.

- 1. Click **Administration** from the Menu.
- 2. Click **Manage Staff** from Administration Landing Page.
- 3. Click the  (**Add**) button.



(This is a sample screenshot of the Manage Staff Listing Page.)

4. Enter the staff member's **General Information**.



- a. Enter the staff member's first name in the **First Name*** field.
- b. Enter the staff member's last name in the **Last Name*** field.
- c. Select the staff member's permission level from the **Permission Default*** dropdown list.
*Note: For a description of the levels, see the [Permission Default](#) list.
- d. Enter the staff member's title in the **Title*** field.
- e. The **Status*** is defaulted to Active.
 - i. Active: the staff member is currently with your organization (can be viewed on other screens and reports).
 - ii. Inactive: the staff member is no longer with your organization (will no longer appear on other screens and reports).
- f. Enter details for optional fields, if desired.

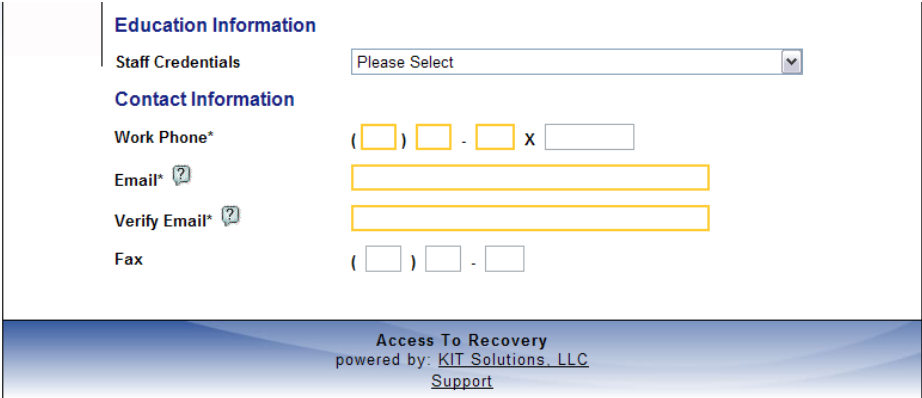
(This is a partial screenshot of the Manage Staff Profile General Information fields.)

5. Enter the staff member's **Login Information**.

- a. The **User ID*** will be the login name used by the staff member. This is automatically created after saving.
- b. The **Password*** field is where a temporary password is created for the staff member and can be any combination of alpha or numeric characters. This password will be used along with the User ID to log into the RI ATR application. Once a user logs in, they can use the [Change Password](#) module to change the password to one of their liking.

(This is a partial screenshot displaying the Manage Staff Login Information fields.)

6. Enter the staff member's **Contact Information**.
 - a. Enter the staff member's **Work Phone*** phone.
*Note: The Work Phone must be filled out in three fields. The last field is optional for an extension number.
 - b. Enter the staff member's **Email*** address and **Verify Email***.
7. Enter details for additional optional fields, if desired.
8. Click the  (**Save**) button from the left toolbar.
*Note: To exit the screen without saving any details, click the  (Cancel) button.



(This is a partial screenshot displaying the Manage Staff Education Information and Contact Information fields.)

Tips

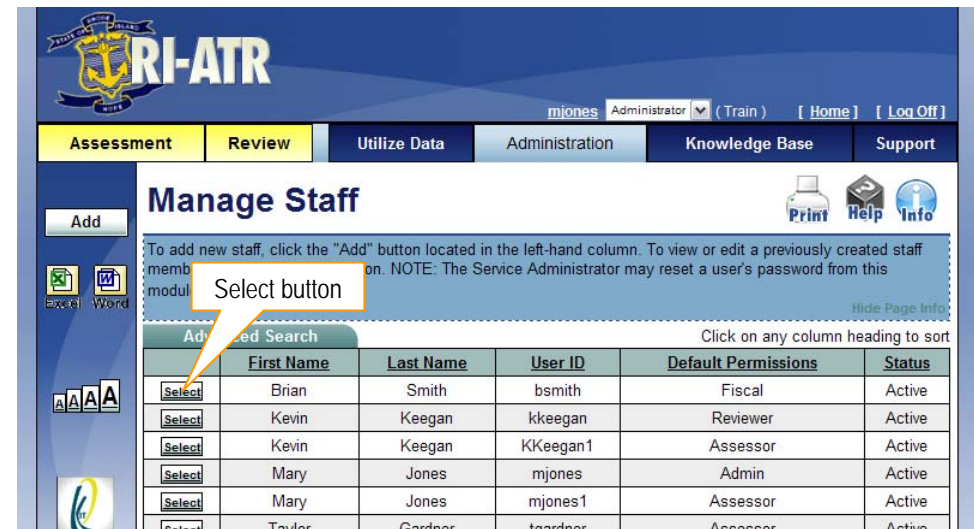
- Setting the **Status*** to Inactive is used to keep the staff members in the database for history purposes but removed from all of the staff lists on the forms. When a staff member leaves your organization you will not be able to delete the staff member, but you can change the **Status*** to Inactive to remove their name from forms and prevent the staff member from entering the application.
- Passwords can be any combination of letters, numbers, and/or characters.
- Passwords are case sensitive.

Permission Default

Admin	Admin permissions should be given to the staff members that are acting as the primary contact for the RI ATR Service. The Admin permission level is the only level that can register staff.
Assessor	Assessor permissions should be given to the staff members that enter in the voucher information for approval. This permission is only available at the State level.
Fiscal	Fiscal permissions should be given to the staff members that are responsible for reviewing the voucher information for approval. This permission is only available at the State level.
Reviewer	Reviewer permissions should be given to the staff members that are responsible for reviewing the voucher information for approval to the Fiscal level. This permission is only available at the State level.

Editing Staff Information

1. From the **Manage Staff** Listing Page, select the staff member you wish to edit by clicking the **Select** (Select) button to the right of the staff member's name.
2. The staff member will appear in the edit mode.



(This is a sample screenshot of the Manage Staff Listing Page.)

3. Make any changes needed to the details.
 4. Click the **Save** (Save) button from the left toolbar.
- *Note: To exit the screen without saving any changes, click the **Cancel** (Cancel) button.

The screenshot shows the 'Staff/User' edit form. On the left, there's a toolbar with 'Cancel', 'Save', and 'Delete' buttons. The 'Save' button is highlighted with a callout box. The form fields include Salutation (Mrs.), First Name (Mary), Last Name (Jones), Permission Default (Assessor), Title (Assessor), and Status (Active). A note at the bottom right says '* Indicates Required Field'.

(This is a sample screenshot of the Manage Staff Edit Form.)

Deleting Staff Information

1. From the Listing Page, select the staff member you wish to delete by clicking the **Select** (Select) button to the left of the staff member's name.
2. The staff member will appear in the edit mode.

RI-ATR

(Train) [Home] [Log Off]

Assessment Review Utilize Data Administration Knowledge Base Support

Manage Staff

To add new staff, click the "Add" button located in the left-hand column. To view or edit a previously created staff member, click the "Select" button. NOTE: The Service Administrator may reset a user's password from this module.

Select button

Hide Page Info

Click on any column heading to sort

	First Name	Last Name	User ID	Default Permissions	Status
Select	Test	Test	ttest	Assessor	Active
Select	Heidi	Swanson	hswanson	Fiscal	Active
Select	Brian	Smith	bsmith	Fiscal	Active
Select	Jane	Pitt	jpitt	Assessor	Active
Select	Kevin	Keegan	kkeegan	Fiscal	Active
Select	Kevin	Keegan	KKeegan1	Assessor	Active

(This is a sample screenshot of the Manage Staff Listing Page.)

- Click the **Delete** (Delete) button from the left toolbar.

*Note: To cancel the deletion, click the **Cancel** (Cancel) button.

RI-ATR

[Home] [Train] [Log Off]

Assessment Review Utilize Data Administration Knowledge Base Support

Cancel Save Delete

Staff/User

Register Delete button login or perform treatment or recovery support services. The Status for all staff member is no longer employed at the site. Hide Page Info

* Indicates Required Field

General Information

Salutation Mrs. First Name* Mary Last Name* Jones

Permission Default* Assessor Title* Assessor Status* Active

(This is a sample screenshot of the Manage Staff Page Edit Form.)

Tips

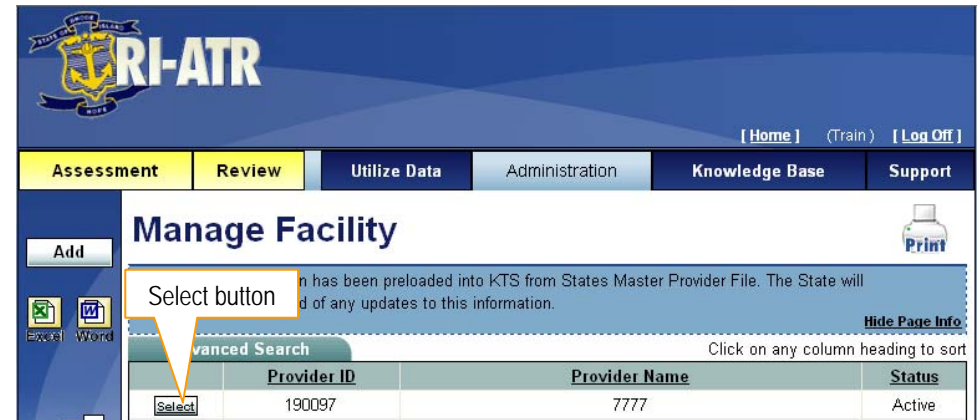
- You will not be able to delete a staff member if it is associated with any other details. In this instance, set the **Status*** of the staff member to Inactive.

Manage Facility

The Manage Facility module has fields that can be filled in with various pieces of information specific to your organization. The Primary Contact information will be useful to the state in case they have a question on any part of the data that has been entered into the application.

***Note:** The staff member with the admin permission level is the only person capable of editing this screen within each organization.

1. Click **Administration** from the Menu.
2. Click **Manage Facility** from the Administration Landing Page.
3. To view organization information, click the **Select** (Select) button.



(This is a sample screenshot of the Manage Facility Listing Page.)

4. The organization information will display, make any necessary changes to the form.
5. Click the **Save** button from the left toolbar.
Note:* To exit the screen without saving any changes, click the **Cancel button.

RI-ATR

[Home] (Train) [Log Off]

Assessment Utilize Data Administration Knowledge Base Support

Cancel Save

AAA Ask Live!

Cancel button

Service Provided

General Information

Provider ID * 190097

Provider Name * 7777

Provider Level * Service Provider

Status * Active

Print

Hide Page Info

(This is a sample screenshot of the Manage Facility Page.)

Tips

- Only the state can change the Provider ID and Provider Name information. If any information is incorrect for your organization, submit a request through the online support site [Contact Support](#) link or contact the state.

Service Provided

1. From the **Manage Facility** edit page click the **Service Provided** (Service Provided) button.
2. Select the checkboxes to indicate the services you provide. Uncheck the checkboxes for services that your Organization does not provide.
3. Click the **Save** (Save) button from the left toolbar.

*Note: To exit the screen without saving any changes, click the **Cancel** (Cancel) button.

Service Modality	Service Name
<input checked="" type="checkbox"/> Day Treatment	Day Treatment
<input checked="" type="checkbox"/> Day Treatment	Day Treatment (Adolescent)
<input checked="" type="checkbox"/> Inpatient/Hospital (not Detox)	COD Enhanced IOP
<input checked="" type="checkbox"/> Inpatient/Hospital (not Detox)	IOP
<input checked="" type="checkbox"/> Outpatient	Family/Couple Counseling

(This is a sample screenshot of the Services Provided page.)

Change Password

The Change Password module allows the user to change the password on the account they are currently logged into.

1. Click **Administration** from the Menu.
2. Click **Change Password** from the Administration Landing Page.
3. Enter the **Current Password** for the account.
4. Enter a password you would like to use in the **New Password** field.
5. Re-type the new password in the **Confirm New Password** field.
6. Click the **Save** (Save) button from the left toolbar.

*Note: To exit the screen without saving any changes, click the **Cancel** (Cancel) button.

(This is a screenshot of the Change Password Landing Page.)

7. You will receive a confirmation message indicating the password was changed successfully. Click **OK** (OK) to continue.




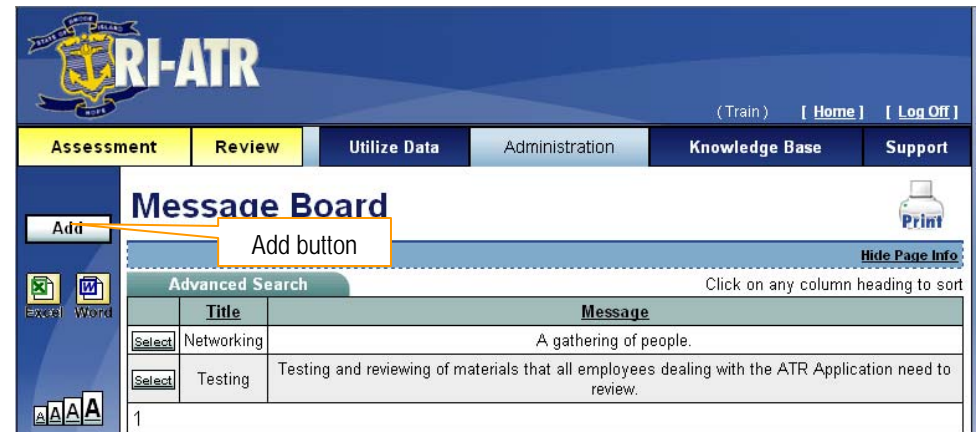
Tips

- It is important to remember that passwords are case sensitive.
- Passwords must be between 1 and 20 characters long and should contain a combination of letters, numbers, and/or characters.
- Passwords do not expire.

Manage Messages

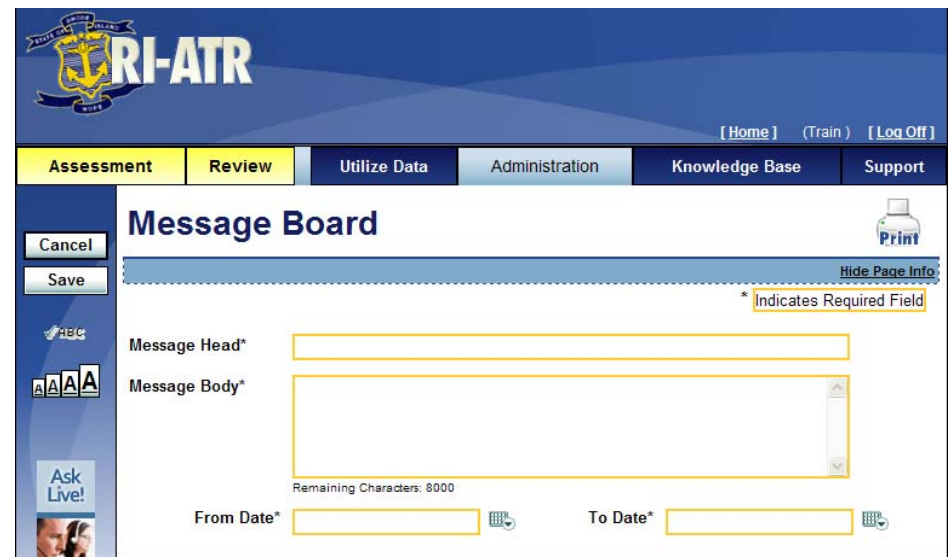
The Manage Messages module is designed to add, edit or delete events in the calendar. Events added at county level will only be viewed by that county and their providers.

1. Click **Administration** from the Menu.
2. Click **Manage Messages** from the Administration Landing Page.
3. Click the  (**Add**) button.



(This is a partial screenshot of the Manage Messages Listing Page.)

4. Enter a brief description of the event in the **Message Head*** field.
5. Enter the description of the event in the **Message Body*** field.
6. Enter the **From Date*** and the **To Date*** for when you would like the message to be displayed or click on the calendar . (See [Calendar](#) section for further details)

A screenshot of the RI-ATR Message Board add/edit form. The page has a blue header with the RI-ATR logo and navigation links: [Home], (Train), and [Log Off]. Below the header is a menu bar with tabs: Assessment, Review, Utilize Data, Administration, Knowledge Base, and Support. The 'Administration' tab is selected. On the left sidebar, there are 'Cancel' and 'Save' buttons, and an 'Ask Live!' button. The main content area is titled 'Message Board' and contains form fields for 'Message Head*' and 'Message Body*'. There is a 'Print' button in the top right corner and a 'Hide Page Info' link. A note '* Indicates Required Field' is present. At the bottom, there are 'From Date*' and 'To Date*' fields with calendar icons. A 'Remaining Characters: 8000' indicator is shown below the 'Message Body*' field.

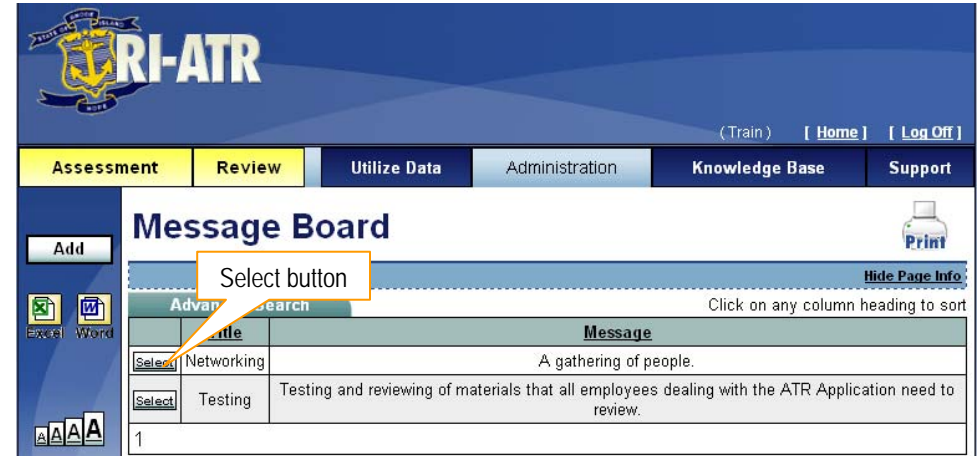
(This is a partial screenshot of the Events Manager Page.)

Tips

- You can also add or edit a message by clicking on the **Add/Edit Messages** link on the Home Page.

Editing Event Information

- From the **Message Board Listing Page**, select the event you wish to edit by clicking the **Select** (Select) button to the left of the Event Title.
- The event will appear in the edit mode.



(This is a sample screenshot of Message Board Listing Page.)

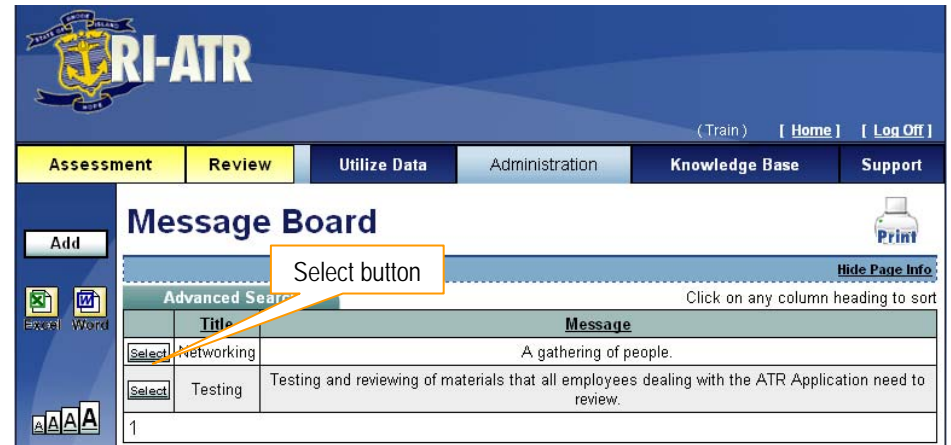
- Make any changes needed to the details.
 - Click the **Save** (Save) button from the left toolbar.
- *Note: To exit the screen without saving any changes, click the **Cancel** (Cancel) button.

The screenshot shows the RI-ATR Message Board Edit Form. The page has a blue header with the RI-ATR logo and navigation links: [Home], (Train), and [Log Off]. Below the header is a navigation bar with tabs: Assessment, Review, Utilize Data, Administration, Knowledge Base, and Support. The main content area is titled 'Message Board' and includes a 'Print' button. The form has fields for 'Message Head*' and 'Message Body*'. The 'Message Head*' field contains 'Follow up/Discharge GPRA'. The 'Message Body*' field contains 'There are two GPRA documents in the Knowledge Base Library. You might find them helpful when administering the followup and discharge GPRAs.' Below the fields are 'From Date*' and 'To Date*' fields. A callout box points to the 'Save' button in the left toolbar, with the text 'Save button'.

(This is a sample screenshot of Message Board Edit Form.)

Deleting Event Information

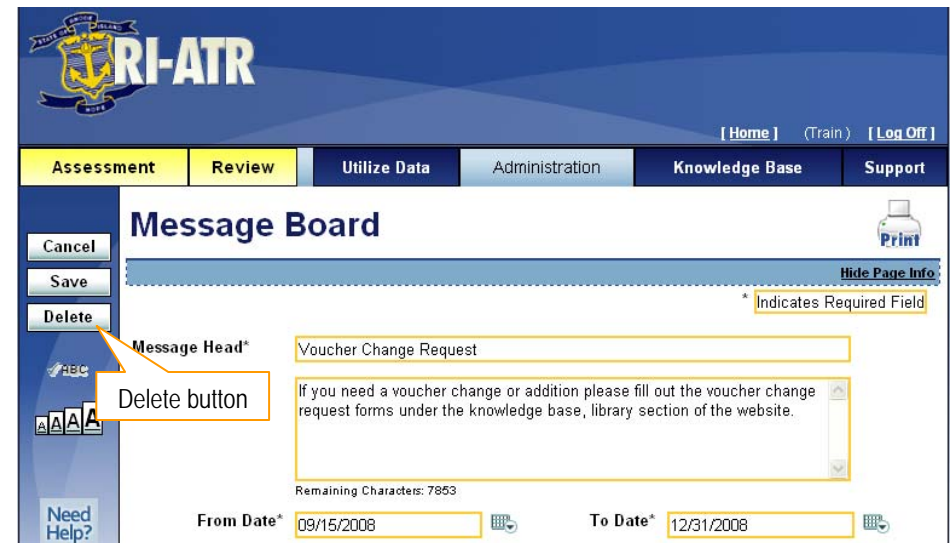
1. From the **Message Board** Listing Page, select the event you wish to delete by clicking the **Select** (Select) button to the left of the Event Title.
2. The event will appear in the edit mode.



(This is a sample screenshot of Message Board Listing Page.)

3. Click the **Delete** (Delete) button from the left toolbar.
 - a. Notice that the event is no longer in the list.

*Note: To cancel the deletion, click the **Cancel** (Cancel) button.



(This is a sample screenshot of Message Board Edit Form.)


Discharge/Follow-Up Voucher

The Discharge and Follow-Up Voucher link is used to access to Discharge and Follow-up vouchers. This module is available at the State Level only.

(*Note: For a description of the levels, see the [Permission Default](#) list.)

Administer 6 Month Client GPRA Survey

1. Click **Administration** from the Menu.
2. Click **Discharge/Follow-Up Voucher** from the Administration Landing Page
3. Select the client you wish to work by clicking the **Select** (Select) button to the left of the client's name.



RI-ATR

[\[Home \]](#) [\(Train\)](#) [\[Log Off \]](#)

[Assessment](#)

[Review](#)

[Utilize Data](#)

[Administration](#)

[Knowledge Base](#)

[Support](#)

Voucher List

[Hide Page Info](#)

[Advanced Search](#)

Click on any column heading to sort

	Vol Num	First Name	Last Name	Created Date	Issue Date	First Issue Date	Status	
Select	184	240	Robert	Gardner	12/24/2008	12/24/2008	12/24/2008	Approved
Select	149	206	Kerrie	Kerr	11/10/2008	11/10/2008	11/10/2008	Approved
Select	147	204	James	Dunn	10/29/2008	10/29/2008	10/29/2008	Approved
Select	148	205	Gale	Garcia	10/29/2008	10/29/2008	10/29/2008	Approved
Select	131	193	Blaire	Hope	09/15/2008	09/15/2008	09/15/2008	Approved
Select	132	194	Scott	Thompson	09/15/2008	01/02/2009	09/15/2008	Approved
Select	167	224	Taylor	Gardner	07/21/2008	07/21/2008	07/21/2008	Approved
Select	150	207	Victoria	Berthold	05/01/2008	05/01/2008	07/21/2008	Approved

Select button

Need Help?

(This is a sample screenshot of the Voucher Listing Page.)

4. Click on the Administer 6 Month Client GPRA Survey link.

The screenshot displays the RI-ATR web application interface. At the top, there is a navigation bar with links for Home, Train, and Log Off. Below this is a menu bar with tabs for Assessment, Review, Utilize Data, Administration, Knowledge Base, and Support. The main content area is titled "Discharge/Follow-up Voucher" and contains a table listing vouchers. A callout box highlights the "Administer 6 Month Client GPRA Survey" link.




Voucher Number	Client Name	Created Date	First Issue Date	Status
147	James Dunn	10/29/2008	10/29/2008	Service Review

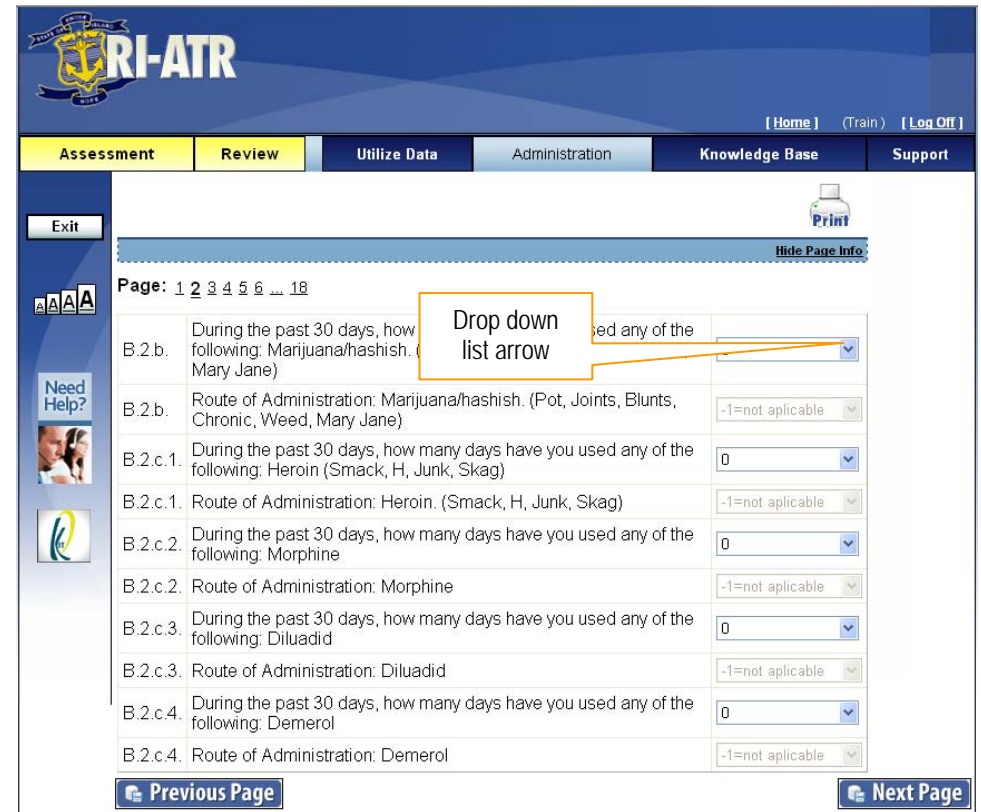
Links below the table:

- [View Client Profile](#)
- [Administer 6 Month Client GPRA Survey](#)
- [Administer Discharge Client GPRA Survey](#)

Callout box text: Administer 6 Month Client GPRA Survey

(This is a sample screenshot of the Discharge/Follow-Up Voucher Listing Page.)

5. Answer questions using the drop down list to the left of the question.
6. Click the  (Next Page) button to continue to the next page of questions or click the  (Previous Page) button to return to return. (See table)
7. Continue in this manner until all the pages have been filled in.
8. Once you have answered all the questions, click the  (Exit) button on the last page.



The screenshot shows the RI-ATR GPR Survey interface. The header includes the RI-ATR logo and navigation links: Home, Train, Log Off. Below the header are tabs: Assessment, Review, Utilize Data, Administration, Knowledge Base, and Support. The main content area displays a list of questions with dropdown menus for answers. A callout box points to a dropdown menu with the text "Drop down list arrow". Navigation buttons include Exit, Next Page, Previous Page, and a Print button. A "Need Help?" link is also visible.

(This is a partial screenshot of the GPR Survey.)

Below are the buttons that allow you to move within the GPR Surveys.




This button moves you to the page directly after the one currently on



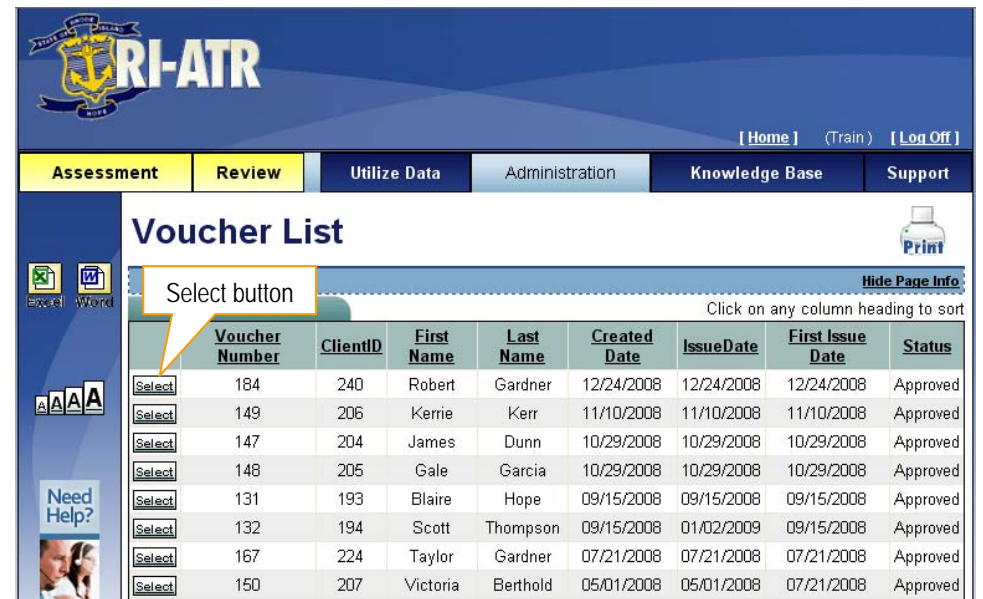
This button moves you to the page directly prior to the one currently on.

Tips

- Clicking on the  (Next Page) button will automatically save the current page.

Administer Discharge Client GPRA Survey

1. Click **Administration** from the Menu.
2. Click **Discharge/Follow-Up Voucher** from the Administration Landing Page
3. Select the client you wish to work by clicking the **Select** (Select) button to the left of the client's name.



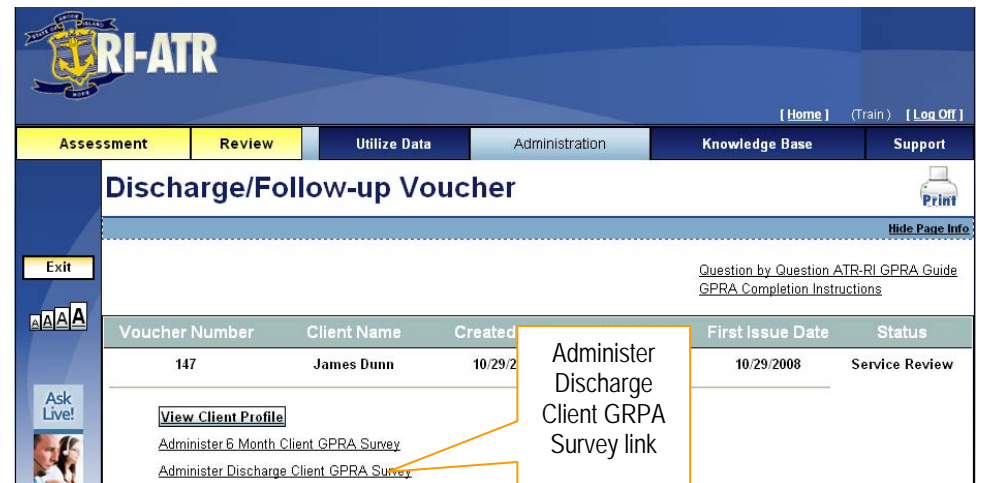
Voucher List

Click on any column heading to sort

	Voucher Number	ClientID	First Name	Last Name	Created Date	IssueDate	First Issue Date	Status
Select	184	240	Robert	Gardner	12/24/2008	12/24/2008	12/24/2008	Approved
Select	149	206	Kerrie	Kerr	11/10/2008	11/10/2008	11/10/2008	Approved
Select	147	204	James	Dunn	10/29/2008	10/29/2008	10/29/2008	Approved
Select	148	205	Gale	Garcia	10/29/2008	10/29/2008	10/29/2008	Approved
Select	131	193	Blaire	Hope	09/15/2008	09/15/2008	09/15/2008	Approved
Select	132	194	Scott	Thompson	09/15/2008	01/02/2009	09/15/2008	Approved
Select	167	224	Taylor	Gardner	07/21/2008	07/21/2008	07/21/2008	Approved
Select	150	207	Victoria	Berthold	05/01/2008	05/01/2008	07/21/2008	Approved

(This is a sample screenshot of the Voucher Listing Page.)

4. Click on the **Administer Discharge Client GPRA Survey** link.



Discharge/Follow-up Voucher

Question by Question ATR-RI GPRA Guide
GPRA Completion Instructions

Voucher Number	Client Name	Created	First Issue Date	Status
147	James Dunn	10/29/2008	10/29/2008	Service Review

[View Client Profile](#)
[Administer 6 Month Client GPRA Survey](#)
[Administer Discharge Client GPRA Survey](#)

(This is a sample screenshot of the Discharge/Follow-Up Voucher Listing Page.)

5. Answer questions using the drop down list to the left of the question.
6. Click the **Next Page** (Next Page) button to continue to the next page of questions or click the **Previous Page** (Previous Page) button to return to return.
7. Continue in this manner until all the pages have been filled in.
8. Once you have answered all the questions, click the **Exit** (Exit) button on the last page.

The screenshot displays the RI-ATR web application interface. At the top, there is a navigation bar with links for Home, Train, and Log Off. Below this, a menu bar contains tabs for Assessment, Review, Utilize Data, Administration, Knowledge Base, and Support. The main content area shows a survey form with a table of questions. The questions are organized into sections, with some having multiple-choice options. Navigation buttons for 'Exit', 'Previous Page', and 'Next Page' are visible. A 'Print' button is also present. A 'Need Help?' link is located on the left side of the page. The 'Exit' button is highlighted with an orange box and labeled 'Exit button'. The 'Previous Page' button is highlighted with an orange box and labeled 'Previous Page button'.

Question ID	Question Text	Answer Options
B.2.b.	During the past 30 days, how many days have you used any of the following: Marijuana/hashish. (Pot, Joints, Blunts, Chronic, Weed, Mary Jane)	0
B.2.b.	Route of Administration: Marijuana/hashish. (Pot, Joints, Blunts, Chronic, Weed, Mary Jane)	-1=not applicable
B.2.c.1.	During the past 30 days, how many days have you used any of the following: Heroin (Smack, H, Junk, Skag)	0
B.2.c.1.	Route of Administration: Heroin. (Smack, H, Junk, Skag)	-1=not applicable
B.2.c.2.	During the past 30 days, how many days have you used any of the following: Morphine	0
B.2.c.2.	Route of Administration: Morphine	-1=not applicable
B.2.c.3.	During the past 30 days, how many days have you used any of the following: Diluad	0
B.2.c.3.	Route of Administration: Diluad	-1=not applicable
B.2.c.4.	During the past 30 days, how many days have you used any of the following: Demerol	0
B.2.c.4.	Route of Administration: Demerol	-1=not applicable

(This is a sample screenshot of the GPRA Survey.)

Fiscal Service Approval

This module is designed to allow for approval of Service Plans that have been completed. This module is for the staff members who have the Fiscal Permission level. (*Note: For a description of the levels, see the [Permission Default](#) list.)

1. Click **Administration** from the Menu.
2. Click **Fiscal Service Approval** from the Administration Landing Page
3. A grid displaying the approved voucher services will display.
4. Uncheck any service that is not being approved by clicking the box to the left of the Voucher.
5. Click the **Save** (Save) button on the left toolbar.

*Note: To exit the screen without saving any changes, click the **Exit** (Exit) button.

Approve	Voucher	Total Units	Rate	% reimburse	Cost	Service	Service Date
<input checked="" type="checkbox"/>	63	1	\$80.50	0%	\$80.50	Methadone Maintenance	06/10/2008
<input checked="" type="checkbox"/>	56	1	\$61.95	100%	\$61.95	Individual Counseling (60 minute)	07/01/2008
<input checked="" type="checkbox"/>	63	1	\$61.95	100%	\$61.95	Individual Counseling (60 minute)	07/01/2008
<input checked="" type="checkbox"/>	24	1	\$77.00	50%	\$77.00	Family/Couple Counseling	07/08/2008
<input checked="" type="checkbox"/>	56	1	\$105.25	100%	\$105.25	Day Treatment	07/16/2008
<input checked="" type="checkbox"/>	15	1	\$45.00	100%	\$45.00	Transportation	07/23/2008
<input checked="" type="checkbox"/>	24	1	\$10.00	100%	\$10.00	Urinalysis Screen	07/23/2008
<input checked="" type="checkbox"/>	63	1	\$10.00	100%	\$10.00	Urinalysis Screen	07/24/2008


(This is a sample screenshot of the Service Approval Listing Page.)

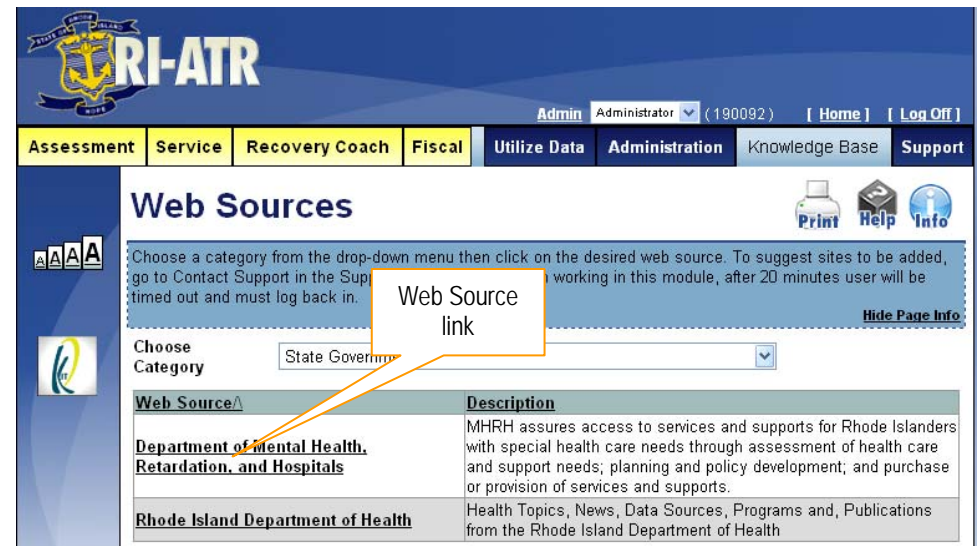
KNOWLEDGE BASE

The Knowledge Base module is a warehouse of documents and web source information designed to provide pertinent data.

Web Links

The Web Sources section of Knowledge Base is useful for finding a wealth of prevention links. The Web Source section can be utilized by following these steps:

1. Click **Knowledge Base** from the Menu.
2. Click **Web Links** from the Knowledge Base Landing Page.
3. Select a category from the **Choose Category** dropdown list.
4. Browse the Web Sources List for the website you would like to visit.
5. Click on the link of the name of the **Web Source**.
6. A new window will open displaying the website you chose.
7. To close the new website window, click on the  (X) in the upper right hand corner.
8. Click **Knowledge Base** from the main menu to return to the Knowledge Base Landing Screen






(This is a partial screenshot of the Web Sources Listing Page.)

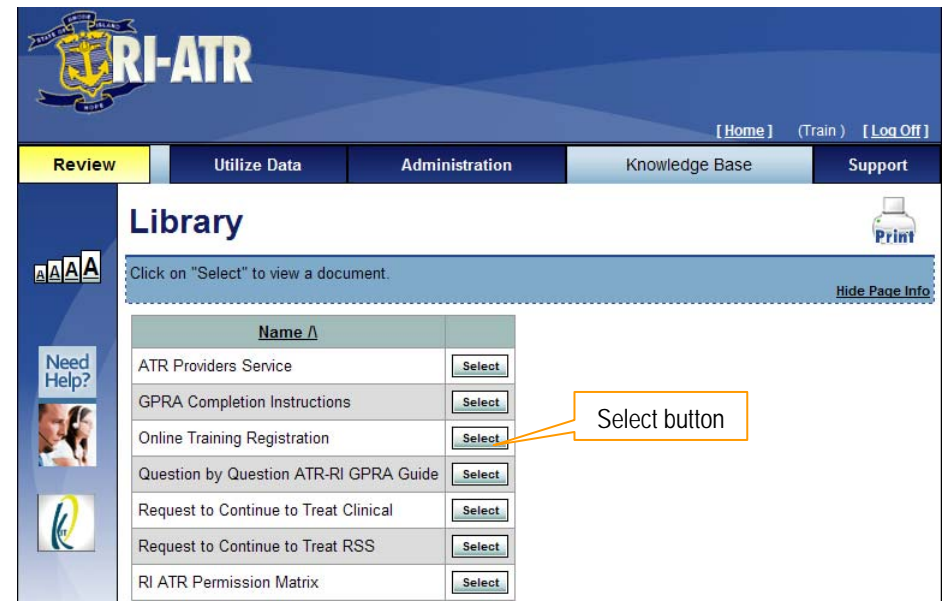
Tips

- If you have a pop-up blocker on your computer, hold the ctrl key down while selecting any button used to view the websites.
- On the left column of the table is the Web Source link and on the right column of the table is the description.

Library

The Library section is a repository of commonly requested documents and other general documents that ATR would like to make available. Use the following instructions to view the Library section.

1. Click **Knowledge Base** from the Menu.
2. Click **Library** from the Knowledge Base Landing Page
3. Select the document you would like to view by clicking the **Select** (Select) button to the right of the **Name**.
4. The document will open as a new word document.
 - a. Click the print button  to print the document.
 - b. Click the disk button  to save the document.
 - c. To close the .doc window, click on the  (X) in the upper right hand corner.
5. Click **Knowledge Base** from the main menu to return to the Knowledge Base Landing screen.



(This is a partial screenshot of the Library Listing Page.)

Tips

- The documents in the Library section are updated at the state-level.

SUPPORT

Clicking **Support** from the Menu will open the RI ATR Support Site (this will open in a new window). The RI ATR Support Site offers several features to assist you with using the RI ATR application.

1. To reach the RI ATR Support Site, click Support from the Menu. A new window will open displaying the Support Site.
2. To submit a problem, question, or suggestion for improvement, click the **Contact Support** link.
3. To find this manual in an online version, click the **Manuals** link. The Manuals page will open displaying various documents pertinent to the RI ATR application.
4. To see a list of new features, improvements, or announcements for the RI ATR application, click the **What's New** link.
5. To view frequently asked questions regarding the RI ATR application, click the **FAQs** link.
6. To view and download documents pertaining to the RI ATR application, click the **Library** link.



(This is a screenshot of the Support Site Home page.)